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1970-71

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Annual Report

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DIRECTOR OF  
FINANCE AND RECORDS



INCLUDING

County Clerk                      Recorder                      Records Center  
  
Registrar of Voters                      Tax Collector  
  
Records Preservation Officer  
  
Public Guardian                      Public Administrator  
  
Sealer of Weights and Measures  
  
Agricultural Commissioner                      Farmers' Market



CITY AND COUNTY OF SAN FRANCISCO

Director  
of  
Finance and Records

September 1, 1971

Subject: 1970-71 Annual  
Report

Honorable Thomas J. Mellon  
Chief Administrative Officer  
City and County of San Francisco

Dear Mr. Mellon:

We hereby submit our annual report for the fiscal year ended June 30, 1971, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor. Each separate report was prepared by the office head concerned.

The undersigned, in addition to the duties enumerated above, devoted considerable time and effort to preparation of the annual revenue and taxation report which, together with your revenue program recommendations for the ensuing fiscal year, was forwarded to the Board of Supervisors.

Very truly yours,

*Virgil L. Elliott*

VIRGIL L. ELLIOTT  
Director

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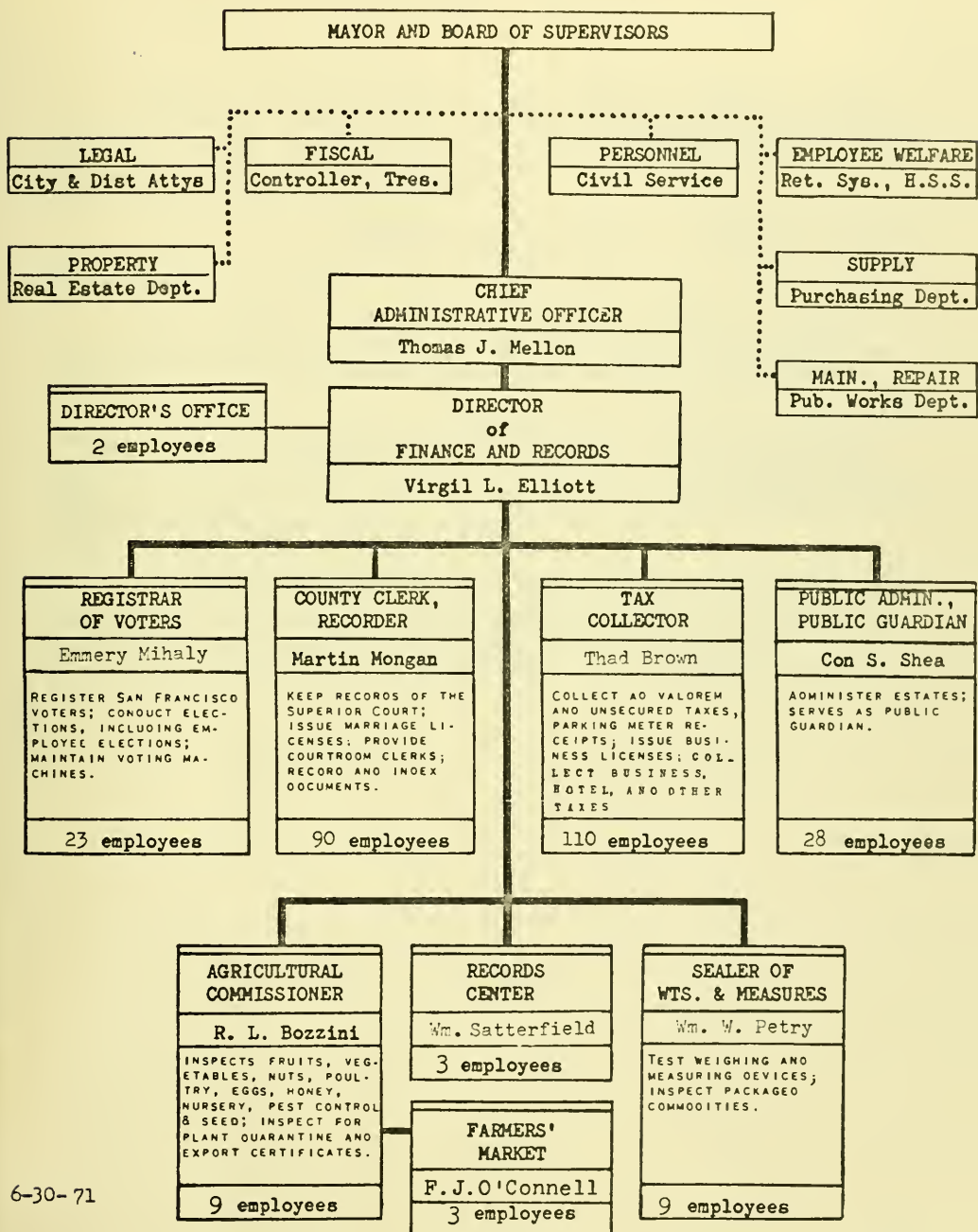
[July 1970 - June 1975]

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## City and County of San Francisco, California





## RECORDS CENTER

1970-71

Function of the Records Center, established by Ordinance No. 7070, is to provide for the orderly storage, care and management of City and County department records which must, by law or other requirement, be kept for varying periods of time and whose removal from the offices involved is necessary because of the absence of storage space.

At the end of its eighteenth year of operation, fifty-three departments were storing a total of 37,262 cubic feet of records in the Center, the bulk being boxed paper records.

During fiscal 1970-71, 3,066 cubic feet of records were received. Authorization for the destruction of 5,378 cubic feet (including 176 bound volumes) was obtained and their removal from the Center accomplished.

Records Center service is provided without charge to the departments. Storage boxes and transportation of boxed records from office to storage is supplied. Reference service to stored records is a major function of the Center as well as the interfiling of documents sent by the departments for files previously sent to storage. The number of references to stored records during the past fiscal year was: 22,663.

The Records Center has custody of the microfilmed records stored in the Twin Peaks Tunnel Vault. Custody of these records was transferred from the Recorder to the Records Center by Ordinance No. 8689. Total number of rolls in storage for various City Departments as of this date is: 6,442. During fiscal 1970-71 there was no reference to the microfilmed records.



DEPARTMENT	MICROFILM (100' Reels)	PAPER RECORDS (Cubic Feet)	1970-71 References
Adult Probation .....		0	0
Art .....		16	
Assessor .....	38.5	418	22
Board of Permit Appeals .....		58	
Board of Supervisors .....	76.0	644	96
Assessment Appeals Board .....		58	14
Calif. Palace Legion of Honor ...	.3		
Chief Administrative Officer ....		6	
City Attorney .....		999	27
City Planning .....	41.5	191	103
Civil Service .....	7.8	1,348	128
Controller .....	17.6	4,963	61
DeYoung Museum .....	.8		
District Attorney .....		26	
Electricity .....	3.3		
Fair Employment .....		4	
Finance and Records:			
County Clerk (Superior Court) ..	55.5	11,708	17,210
Recorder .....	4,266.0	583	8
Registrar of Voters .....		14	
Public Administrator .....		455	15
Tax Collector .....	7.8	377	424
Weights and Measures .....		4	
Law Library .....	6.0		
Mayor .....		12	
Municipal Court .....	55.0	3,623	2,284
Public Defender .....		91	16
Public Health:			
Child Psychiatric Clinic .....		219	
Crippled Children's Services ...		150	146
City Clinic .....		359	1,178
Laguna Honda .....		379	56
Other Health Services .....	15.0	235	12
S.F. General Hospital .....		3,122	290
Public Utilities:			
Airport .....	1.5		
Bur. of Light, Heat and Power ..	2.5	107	
General Office P.U.C. ....		116	
Hetch Hetchy .....	15.0	337	35
Municipal Railway .....	3.5		
Utilities Engineering Bureau ...	525.0		
Water .....	74.0		
Public Works:			
Army Street Office .....		638	
Bur. of Architecture .....		125	4
Engineering Office .....		217	31
Main Office .....	55.8	41	
Sewer Repair Division .....		3	
Purchasing .....		1,325	23
Real Estate .....		105	4
Recreation and Park .....	6.5		
Retirement System .....	8.5	1,283	
Reproduction Bureau .....		8	
Schools .....	1,064.5		
Sheriff .....	3.8	1,681	47
Social Services .....		860	195
Superior Court (Sec'y Records) ..	2.3		
Youth Guidance Center .....		354	234
TOTALS .....	6,442	37,262	22,663



## RECORDS PRESERVATION OFFICER

1970-71

Sections 8.9-8.11 of the Administrative Code provide that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

This code provision names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

The Records Preservation Officer is required to submit annually to the Mayor and the Board of Supervisors a report containing recommendations as to which City and County records should be designated as essential and preserved against a major disaster. In addition, he is required to report "on the status and progress of the records preservation program, together with recommendations for making such revisions as deemed necessary to keep the inventory of essential records current, accurate and complete."

### Essential Records Safeguarded:

The latest such report submitted December 7, 1970, classified 23,673,148 pages of City and County records as essential within the meaning of Administrative Code Sections 8.9-8.11. Of this total, 11,944,361 pages had been safeguarded by a preservation copy, either on microfilm, paper, by dispersal, or in a fireproof office vault.

San Francisco, in the 1906 earthquake and fire, lost most of its vital records. It took many years and innumerable court actions to reconstruct important lost documents. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors' ordinances, resolutions and journals; Board of Education records; City Planning minutes and maps; Fire Department minutes and maps; Public Works engineering records; Utilities Engineering Bureau engineering records, and Water Department customer records.

Microfilming enables keeping in the department official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, there is a tremendous saving in space, the ratio being 60 to 1. The original expense is a major item of consideration, and must be borne by the department having custody of the record.

The cost to produce a 16 mm microfilm image is approximately 1.7% for letter size paper records and about 2¢ for legal size documents. The cost varies somewhat depending on whether the work is done by city personnel or by an outside contractor.



Records that must be kept indefinitely should be microfilmed. The break-even point is approximately 40 years. Any paper record that must be kept for 40 years or more can be kept more economically (not to mention more conveniently) in microfilm form. And duplicate preservation copies should be made of all essential records. Duplicate 16 mm microfilm copies can be made for about 1/2¢ per image.

The three recommended methods for preserving essential records are:

MICROFILM -- The original document is microfilmed. A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. Under these conditions, the original paper copy usually can be destroyed, when certain approvals have been obtained. (An alternative microfilming method: The paper original remains in the department for office reference; the microfilm copy is stored in the Records Center's Underground Vault. This method is less costly, but it deprives the department of space that could be saved with having a microfilm copy for office reference, if space is a factor for consideration.)

DISPERSAL -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location. The duplicate copy then could be returned to the department in event the original is lost.

OFFICE VAULT -- If a fireproof office vault is available, this should provide reasonable security for essential records. Usually this method is used only where the volume of essential records is relatively small.

As a general rule, any City and County record may be microfilmed and the microfilm copy substituted for the original paper copy, providing that one microfilm copy is made conveniently accessible to the public and a duplicate microfilm copy is stored in a safe and separate place for security purposes. There are numerous exceptions and variations to this rule, however. It is advisable to consult the City Attorney before initiating any record microfilming project.

The Records Preservation Officer will assist in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels. Our "Inventory of Records Designated as Essential" follows on the next two pages.



## INVENTORY OF RECORDS DESIGNATED AS ESSENTIAL

CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA

(as of December 7, 1970)

<u>Department</u>	<u>Essential Records (Type)</u>	<u>Essential Records (Pages)</u>	<u>Safeguarded by Preservation Copies (Pages)</u>	<u>Preservation Method in Use or Recommended</u>
ADULT PROB.	Minutes	5,800	2,300	Office Vault
AIRPORT	Leases	4,400	1,000	Office Vault
ART COM.	Minutes	6,400	1,500	Office Vault
ASSESSOR	Assessment Files	900,000	20,000	Office Vault
BD. OF EDUCATION	Minutes, etc.	590,000	540,000	Microfilm
BD. OF SUPS.	Ords. & Resolutions Journals	155,000 220,000	135,000 210,000	Microfilm Office Vault
C.A.O.	P. & A. Contracts	1,000	0	Office Vault
CITY ATTORNEY	Rulings	37,000	0	Dispersal
CITY PLANNING	Minutes, Maps	32,000	25,000	Office Vault
CIVIL SERVICE	Minutes, Personnel	206,500	12,000	Office Vault
CONTROLLER	Fiscal, Payroll	600,000	100,000	Microfilm
COUNTY CLERK	Judgments Indexes Registers	3,660,000 96,500 559,500	310,000 0 0	Microfilm Microfilm Microfilm
deYOUNG MUSEUM	Minutes, Inventory	80,600	3,000	Office Vault
ELECTRICITY	Cable Maps	1,000	1,000	Microfilm
FIRE DEPT.	Minutes, Maps	16,000	16,000	Office Vault
HEALTH SER. SYS.	Membership Records	63,000	10,000	Office Vault
HOUSING APPEALS	Minutes	3,000	1,000	Office Vault
HOUSING AUTHORITY	Minutes, Leases	80,600	5,000	Office Vault
JUV. PROBATION	Minutes	4,600	1,100	Office Vault
LEGION OF HONOR	Minutes, Inventory	45,700	5,000	Office Vault
MUNICIPAL COURT	Registers Indexes, Min. Books	935,000 900,000	0 0	Microfilm Microfilm



<u>Department</u>	<u>Essential Records (Type)</u>	<u>Essential Records (Pages)</u>	<u>Safeguarded by Preservation Copies (Pages)</u>	<u>Preservation Method in Use or Recommended</u>
MUNI. RAILWAY	Misc. Records	7,550	3,600	Office Vault
PARKING AUTH.	Auth. Minutes	54,500	5,000	Office Vault
POLICE DEPT.	Commission Minutes	73,300	10,000	Office Vault
PUBLIC ADMIN.	Active Case Records	8,000	8,000	Office Vault
PUBLIC HEALTH	Birth Records	1,925,000	1,910,000	Dispersal
	Death Records	1,660,000	1,650,000	Dispersal
	Other	100,000	15,000	Microfilm
	Disinterments	60,000	60,000	Microfilm
PUBLIC LIBRARY	Commission Minutes	3,600	0	Office Vault
PUBLIC WORKS	DPW Minutes	280,000	0	Office Vault
	Engineering Records	75,000	40,000	Microfilm
	Sewer Main Maps	1,000	500	Microfilm
	Other Maps	1,100	500	Microfilm
P.U.C.	Minutes	52,000	0	Office Vault
PURCHASER	Contracts	3,100	0	Office Vault
	Equipment Inventory	18,800	0	Office Vault
Real Estate	Property Records	61,000	5,000	Office Vault
RECORDER	Misc. Documents	7,698,000	5,600,000	Microfilm
	Marriage Licenses	629,598	621,861	Dispersal
REC.-PARK	Commission Minutes	6,000	3,000	Office Vault
REDEVELOPMENT	Minutes, Contracts	11,200	1,000	Office Vault
RETIREMENT SYS.	Membership Records	967,000	0	Microfilm
SHERIFF	Inmate Records	9,000	4,000	Office Vault
U.E.B. (PUC)	Engineering Records	562,300	525,000	Microfilm
WAR MEMORIAL	Minutes	22,000	2,000	Office Vault
WATER DEPT.	Customer Records	160,700	75,000	Office Vault
WELFARE	Minutes	20,100	6,000	Office Vault
T O T A L S		23,673,148	11,944,361	



RECORDER  
1970-71 Annual Report

The Recorder's Office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

In the Recorder's budget for 1969-70, \$1700 was appropriated for the purchase of a microfilm reader-printer. It was planned to remove one of the large Photostat machines and substitute this much smaller machine, which will make copies from roll film or acetate jackets, either positive or negative. In June of 1969, it was discovered that by transferring some unused funds a reader-printer could be purchased from 1968-69 funds, opening the way for disposal of both Photostat machines, making available for use a considerable amount of floor space. In order to accomplish this, we rented a Xerox copier to make copies of marriage records which are negative originals and are not on microfilm. By transferring the unused \$1700 in the 1969-70 budget, we were able to install a separate electrical circuit, required by this Xerox machine and pay the rental fees for the copier for the ensuing year, resulting in more rapid and efficient service. Since both Photostat machines were no longer required, the Purchasing Department removed them from this office in May 1971.

We have now destroyed all the official volumes of record already microfilmed.

During the 1970-71 fiscal year we have trained at least four people in assuming additional duties in the office in order to provide greater flexibility in work assignments and to prevent delay in essential operation because of absences due to sickness or vacation.

Our staff, working with the Real Estate Department, has been considering plans for rearranging our various operations and the physical layout of the office for the purpose of releasing additional space that may be required by other offices. Preliminary work indicates a minimum of 1500 square feet that could be made available. We feel certain that there is a potential for substantially greater economy of space and efficiency if we could replace our obsolete equipment and change some of our archaic method of operations. Opportunity now exists for improving the indexing procedure with recent State legislation permitting a combined Grantor-Grantee Index in strict alphabetical order in place of the dual system of Grantor and Grantees. This "single side index" is ideally suited for indexing by computer.



Receipts

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Recording fees .....	\$157,547.80	\$144,704.20	\$163,981.60
Special Service fees .....	12,598.05	13,354.05	15,204.75
Marriage certificate recording fees .....	34,204.00	30,948.00	29,184.00
Real Property Transfer Tax ...	<u>413,401.80</u>	<u>370,079.70</u>	<u>506,984.30</u>
	\$617,751.65	\$559,085.95	\$715,354.65

The marriage certificate fees now include an additional \$3 for each certificate, which is credited to a property tax reduction fund.

Expenditures

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Salaries .....	\$192,290.73	\$194,734.50	\$202,961.95
Other .....	<u>16,338.36</u>	<u>13,215.65</u>	<u>14,198.62</u>
	\$208,629.09	\$207,950.15	\$217,160.57
Excess, receipts over expenditures	\$409,122.56	\$351,135.80	\$408,194.08

Receipts listed do not include desk rental fees collected last fiscal year by the Real Estate Department for desk space in the Recorder's Office used by title companies, record searchers, etc. Neither do they include \$14,588.80 estimated work for 4,185 papers (6,152 pages) of "official" or free recordings; that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings; which service is required by State law to be performed without fees.

An additional \$250 could be added for other free work performed as a courtesy to other City and County departments.

The monthly breakdown of recording and filing fees follows:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
July	\$17,479.25	\$16,847.50	\$15,619.00
August	18,130.80	16,015.65	15,979.85
September	15,412.20	14,956.20	15,730.65
October	18,106.70	16,474.35	15,985.00
November	16,366.45	13,477.75	15,475.65
December	17,020.40	16,834.80	18,216.00
January	16,192.50	14,543.90	16,511.45
February	14,985.75	13,506.55	15,131.30
March	16,272.60	15,683.25	19,377.45
April	18,588.10	16,829.70	19,674.15
May	17,001.20	16,577.95	17,975.45
June	<u>18,793.90</u>	<u>17,085.65</u>	<u>22,725.55</u>
	\$204,349.85	\$188,835.25	\$208,401.50



Beginning January 1, 1968, the Recorder's Office assumed its new duties of collecting the Real Property Transfer Tax imposed upon transfers of real property in San Francisco by Ordinance No. 315-67. It was estimated that this new tax would mean added revenue of about \$400,000.00 per year. The figures below are for the first three complete fiscal years.

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
July .....	\$34,674.35	\$40,194.75	\$29,623.85
August .....	33,108.10	25,292.85	26,258.10
September .....	28,024.20	27,880.45	40,003.20
October .....	32,900.15	31,257.05	37,270.60
November .....	29,050.65	31,496.30	32,019.70
December .....	43,556.10	40,047.00	89,327.85
January .....	33,440.10	29,949.65	28,479.70
February .....	28,692.10	28,756.20	27,293.65
March .....	37,780.25	28,816.50	49,243.95
April .....	38,838.60	30,706.35	61,586.10
May .....	40,100.50	31,841.30	39,726.30
June .....	33,236.70	23,841.30	46,151.25
TOTAL	\$413,401.80	\$370,079.70	\$506,984.25

#### Documents Filed and Recorded

The following are the principal classifications of the 80,416 documents filed and recorded during 1970-71. For comparative purposes, lists for the two preceding fiscal years are included:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Affidavits of death	1,420	1,357	1,375
Agreements	493	510	479
Decrees	1,029	1,081	931
Deeds	11,962	10,342	11,940
Deeds of Trust & Mortgages	11,419	9,038	11,917
Abstracts of Judgments	2,610	2,009	2,542
Miscellaneous	30,361	28,810	30,628
Military Discharges	315	337	314
Uniform Comm. Code Filings	6,874	7,241	7,192
Notices of Default	1,098	1,223	1,068
Reconveyances	9,507	8,353	10,406
Tax Liens - Federal	<u>1,836</u>	<u>1,616</u>	<u>1,628</u>
	78,924	72,917	80,416

The figures below show recordings of deeds of trust and mortgages for the past 10 years:

<u>Fiscal Year</u>	<u>Deeds</u>	<u>Deeds of Trust &amp; Mortgages</u>	<u>Fiscal Year</u>	<u>Deeds</u>	<u>Deeds of Trust &amp; Mortgages</u>
1961-62	18,680	22,490	1966-67	11,210	19,606
1962-63	19,707	24,761	1967-68	11,862	11,732
1963-64	18,379	22,956	1968-69	11,962	11,419
1964-65	18,390	23,032	1969-70	9,038	10,342
1965-66	14,877	17,822	1970-71	11,940	11,917

The following table lists the number of marriage certificates recorded in San Francisco since 1959-60:

1959-60	.....6,629	1963-64	.....7,215	1967-68	.....7,837
1960-61	.....6,538	1964-65	.....7,160	1968-69	.....8,311
1961-62	.....6,602	1965-66	.....7,377	1969-70	.....7,737
1962-63	.....6,786	1966-67	.....7,793	1970-71	.....7,296



DEPARTMENT OF WEIGHTS AND MEASURES

1970-71 Annual Report

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

Our primary function is to ascertain the accuracy of commercially used weighing and measuring devices at the retail and wholesale level; the conformity of petroleum products to State specifications and to quantity control to insure that the consumer receives true value of weight or measure in packaging by requiring that all statements of quantity on packaged goods be accurate, easily found and understandable in accordance with fair packing and labeling practices.

The manning chart for this department shows our staff as: Kenneth G. Royal, Sealer of Weights and Measures (on leave), a Senior Inspector, six Inspectors, and one Senior Clerk Typist.

During the interim period, the Department has requested the support of S. B. 1349, currently under consideration by the State Legislature. If enacted, this bill would provide for licensing fees for all weighing and measuring devices within the County, an act that would enable the Department to become partially self-supporting. The State Legislation Committee of the City and County of San Francisco, upon hearing an oral report by this Department, recommended "support".

Progress in the testing of taximeters within the County has reflected increased surveillance with appreciable results.

Testing of electric "sub-meters" within the County is at a standstill at the present time due to the absence of equipment and the lack of personnel to assign to this vital function.

The following is a statistical summary of the work performed by this department during the fiscal year 1970-71.

There were 95 complaints received and adjusted in 1970-71 by our Inspectors and 99 "Orders to Conform" were issued. A total of 1,539,647 packages was inspected.



<u>DEVICES</u>	<u>Sealed</u>	<u>Adjusted</u>	<u>Condemned</u>	<u>Confiscated</u>
<u>Scales</u>				
Counter	1,211	323	168	2
Spring	1,572	400	50	2
Computing	3,935	890	288	2
Platform-Person Weigher	1,559	426	317	21
Prescription	178	24	3	
Vehicle	31	18	30	
Hopper and Tank	27	30	20	
<u>Weights</u>	13,475	257	20	86
<u>Measures</u>				
Retail Gas Pumps	3,799	401	480	
Grease (Oil) Meters	236			
Yardage Meters	46		1	
Wholesale Meters	8	3	1	
Taximeters	410	122	291	

COMPARISON OF WORKLOAD FACTORS

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Certificates Issued	13,077	13,919	12,840
Scales Tested	13,728	12,787	11,707
Weights Inspected	23,647	17,401	13,656
Gas Pumps Tested	4,534	5,269	4,680
Other Measuring Devices	2,094	1,754	1,134
Miscellaneous Visits	1,454	1,734	975
Packages Inspected	936,350	723,066	1,539,647



COUNTY DEPARTMENT OF AGRICULTURE  
AGRICULTURAL COMMISSIONER

ANNUAL REPORT

1970 - 1971

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all State laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The general purpose and responsibilities of this department include the following:

To promote and protect the agricultural industry.

To protect and benefit both the grower and the consumer by enforcing the provisions of the Agricultural Code.

Within the authority delegated to us, to promote and protect the health and welfare of our citizens.

In order to provide uniformity of enforcement throughout the various counties of California, many of the functions are performed under the supervision of the California State Director of Agriculture.

The California Agricultural Code, from which this office derives its authority, became effective on August 21, 1933, when all laws pertaining to agriculture were removed from other codes and consolidated into one code.

The origin of the County Department of Agriculture dates back to the year 1881, when the California State Legislature first authorized the appointment of County Boards of Horticultural Commissioners entitled: "An Act to Protect and Promote the Horticultural Interests of the State."

In 1909, the California State Legislature amended the act providing for the elimination of the three-man-board and setting up a single Horticultural Commission.

As the work continued to broaden, the name was changed in 1931 to "Agricultural Commissioner." In 1937, the term "County Department of Agriculture" was designated as the official name of the department with the Agricultural Commissioner in charge.

This department inspects fruits, vegetables, eggs, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed firms, apiaries, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, including "Residential Grid Detection," where one block is thoroughly checked at every 1/2 mile interval. It is a survey specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.



San Francisco County has 2 farms that produce vegetables on approximately 7 acres. It has several grower nurseries that produce potted plants and cut flowers in 371,345 square feet of glasshouses, with a total gross value of \$ 524,185.

#### Revenue From Two Sources:

Revenue received in 1970-71, consisted of \$3,300,000 from the State to augment the salary of the San Francisco Agricultural Commissioner, \$ 4,678.00 from export certification fees, \$ 32,020.00 unclaimed agricultural gas tax, and \$ 200.00 for 50% of the pesticide licensing fees.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

#### PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances; are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

Plant Quarantine:	1968-69	1969-70	1970-71
Number of Premises	240	239	241
Shipments Inspected	19,817	16,538	12,429
Plants Inspected	14,287,731	13,203,482	12,074,390
Plants Rejected	121,979	2,055	8,944
Total Man Hours.	1,604½	1,437	1,486

#### STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements.

Wholesale Produce Market:	1968-69	1969-70	1970-71
Number of Premises	47	48	49
Premises Inspected	11,430	11,205	11,340
Rejection Tags	846	645	738
Packages Rejected	50,204	39,068	50,640
Packages Inspected	7,399,767	7,183,441	7,903,097



STANDARDIZATION - continued

<u>Retail Stores:</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Number of Premises	2,142	2,143	2,140
Premises Inspected	1,726	1,882	2,263
Rejection Tags	158	166	172
Packages Rejected	1,607	1,986	1,168
Packages Inspected	213,655	210,153	212,311

Farmers' Market

Number of Premises	43	43	45
Premises Inspected	12,750	12,655	11,530
Rejection Tags	5	11	2
Packages Rejected	64	182	137
Packages Inspected	141,862	188,011	173,861
Total Man Hours-All Produce Inspection	5,344	5,157	5,029

Wholesale Eggs:

Number of Premises	15	15	15
Premises Inspected	464	498	432
Dozens Rejected	193,296	144,876	158,311
Dozens Inspected	815,540	635,151	557,092

Retail Eggs:

Number of Premises	2,137	2,135	2,135
Premises Inspected	1,946	2,065	2,546
Dozens Rejected	103,669	63,819	27,919
Dozens Inspected	646,165	518,017	348,466
Total Man Hours - Wholesale & Retail Egg Inspection	2,755½	3,159	3,004

Honey:

Number of Premises	2,150	2,150	2,152
Premises Inspected	1,665	1,846	2,214
Packages Rejected	126	140	347
Packages Inspected	164,268	173,167	181,830
Total Man Hours - Honey	343½	385½	446

TOTAL MAN HOURS FOR ALL STANDARD-  
IZATION

8,834	8,997	8,479
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### NURSERY INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name.

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Number of Nurseries	178	175	175
Premises Inspected	290	235	124
Total Man Hours	327½	691	438½

### SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination.

	<u>1968-69</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Premises	145	145	146
Premises Inspected	175	137	197
Total Man Hours	210	190	192½

### EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries, and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work.

	<u>1968-69</u>	<u>1969-70</u>	<u>1971-72</u>
Certificates Issued	1,432	1,513	1,017
Packages Inspected	194,610	222,265	176,007

### DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1968-69</u>	<u>1970-71</u>	<u>1971-72</u>
Disposal			
Orders Issued	1,636	1,293	1,370
Number of Packages	289,363	39,605	54,770



## PEST SURVEYS AND PEST CONTROLS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Agricultural pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under direction of the Agricultural Commissioner.

	<u>1968-69</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Fruit Fly Traps	32	32	37
Number of Japanese Beetle Traps	31	20	21
Residential Grid Detection	371	260	357
Registered Pest Control Operators	14	18	19
Permits Issued for Use of Injurious Herbicides	15	15	11
Permits Issued for Use of Injurious Materials	1	1	5
Total Man Hours	520	742½	1,412

## RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations activities.

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# SAN FRANCISCO FARMERS' MARKET

Annual Report

1970-71

The San Francisco Farmers' Market opened on August 12, 1943, during the war time as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue, and was operated by the farmers themselves. The City and County assumed management on August 1st, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City Ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1971, \$358,265.78 had been repaid to the City. This is \$99,588.73 in excess of the cost of the land and capital improvements at the Farmers' Market which amounted to \$258,677.05

• • • • •

## SALES PROMOTION:

Sales at the Market are promoted through news releases to newspapers and radio and television stations, and other publicity outlets. In addition we also mail growers certificates and news information about the Market to all growers who have used the market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners.

The Market operates on a five day week, Tuesday through Saturday, from 7:00 A.M. to 6:00 P.M.



The Farmers' Market celebrated its 27th anniversary on August 12th, 1970. Mayor Joseph L. Alioto proclaimed the week of August 10th through August 15 as "FARMERS' MARKET TWENTY-SEVENTH ANNIVERSARY WEEK." Kezakia N. De Kelaita, a farmer from Stanislaus County was presented with the traditional Garlic Wreath by Mayor Alioto designating him the "Farmer of the Year."

The breakdown below summarizes the Farmers' Market Capital Expenditures Program as of June 30, 1971. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

Capital Expenditures: (Adjusted to agree with Controllers figures of 1963-1964)

Land . . . . .	\$ 53,032.15	
Improvements . . . . .	<u>205,644.90</u>	
TOTAL: . . . . .		\$ 258,677.05

Revenue and Operating Expenses:

Revenues . . . . .	\$ 876,889.06	
Less Operating Expenses	<u>518,623.28</u>	
TOTAL NET REVENUE		<u>358,265.78</u>

Excess of Net Revenue over Capital Expenditures . . . . .	\$ 99,588.73
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## RECOMMENDATIONS FOR THE FARMERS' MARKET:

The following projects are necessary for the proper maintenance of the Farmers' Market:

1. The interior of the Administration Building needs painting to maintain the appearance of the office, conference room, supply room and rest rooms. Painting will also prevent deterioration of the walls and woodwork.
2. Post holes and the use of removable posts at each end of the main drive would aid in the safe control of traffic when it is expedient to close the main drive to traffic. These posts would also safely prevent motorists from using the main drive when the market is closed for business.
3. Repair cyclone fence: The cyclone fence which prevents people from entering the Market at other than proper entrances is damaged. The cyclone fence and the fence posts do need repair to keep the Market safe and to efficiently control the entrance and exit of people who use the Market.
4. Traffic striping is urgently needed: The existing crosswalk clearance line and parking lane striping throughout the Market is worn so that it is partly obliterated. This condition is leading to haphazard parking and the resultant loss of traffic control. It is a hazard to both motorists and pedestrians.
5. Wooden partitions between stalls need replacement: Several wooden partitions between stalls are rotting at their base and should be replaced to improve the Market and prevent injury as their present condition is dangerous.
6. Painting of stalls: Wooden partitions between the stalls and all wooden surfaces at the stall spaces need painting.
7. Security when Market is closed: Floodlights on lighting poles at ends of the Market would aid in keeping the Market secure at night. Uniform backing to enclose rear of each stall would aid in preventing pilferage when the Market is closed.



COMPARISON SUMMARY:

The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30th, 1971:

Fiscal Year	Revenues	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	\$ 16,006.50	\$ 4,101.48	\$ 11,905.02	-	- *
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-49	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-50	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337 **
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-57	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-58	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-60	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-64	37,541.00	21,863.44	15,677.56	18,367	4,897
1964-65	36,058.00	23,156.33	12,901.67	17,898	4,396
1965-66	35,892.00	24,318.17	11,573.83	17,847	4,085
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668
1967-68	32,008.50	26,273.02	5,735.48	15,781	3,431
1968-69	33,889.00	28,475.61	5,413.39	16,733	3,535
1969-70	37,093.75	30,020.89	7,072.86	18,432	4,006
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345 ***
	\$ 876,889.06	\$ 518,623.28	\$ 358,265.78	453,927	159,026

\* Records are incomplete for this fiscal year.

\*\* Market was closed from February to July due to construction of new stalls.

\*\*\* Increase in revenue due to increase in fees effective July 1, 1970; also increase in number of stalls rented and tonnage received.



## REGISTRAR OF VOTERS

1970 - 1971

The Registrar of Voters has charge of the registration of voters and conducting of elections, through the assistance of the Assistant Registrar and staff aides. He works with other City and County officials and agencies, State and Federal authorities, political parties and other groups on policy matters. A small permanent staff of 23 is supplemented by temporary workers averaging about 123 weekly during registration and mailing periods prior to election. In the month prior to election, and the two weeks following, the crew of temporary voting machine servicemen approximates 40 men. On election day about 4,100 precinct election officials are employed. Temporary workers average about 67 full-time positions if computed on an annual basis--hence the Registrar's staff, when the 67 full-time equivalents are added to the 23 permanent workers, numbers 90 full-time jobs. Figures are predicated upon a two year cycle; a municipal election in odd years; a primary and general election in even years.

The Registrar and Assistant Registrar work through a small central office group, and control operations through supervisors of the three operating bureaus--election division, recruitment and property contract section, and the voting machine warehouse and operations divisions.

### Volunteer Deputies:

The use of volunteer deputies by all recognized political parties and by interested groups continues to steadily increase. As a result of the affirmation by the U.S. Supreme Court of the right of 18 year olds to register and vote in Federal Elections, both registration and appointment of 18 year olds as volunteer deputies was inaugurated January 1, 1971. About 200 youthful volunteer deputies were appointed. As of June 30, 1971, about 2000 young prospective registrants were processed. A significant portion of the work by such "volunteers" is inferior to work processed through our regular and temporary office staff where better supervision and control can be exercised. The present laws should be amended to provide a limit to the use of volunteer deputies. Such a limit should be based upon the population density of the area involved.

### Elections in 1970-71:

The gubernatorial election of November 3, 1970 saw the re-election of Ronald Reagan as Governor for his second term. This was the only statewide or local election held during the year. However, three City and County Employee elections were conducted: two for the Health Service System and one for the Retirement System. All of these employee elections were contested.

### Personnel:

The personnel structure and composition of the Registrar of Voters permanent staff that has long been a problem is being solved. With the presently pending request for the re-classification of the vacant position of 1403 Election Clerk to the position of 1408 Principal Clerk, the lines of command and succession in the three operating divisions of the office will be completed.

With the advent of the 18 year old voters and the ability to use 18 year olds as precinct election officers, it is hoped that the difficulties



experienced over the years in the recruitment of election officers will be minimized. During the past year turnovers due to cancellation of appointments as election officers were reduced from about 1800 to 800. Further reductions are expected.

#### 5-Year Workload Comparison:

	<u>1966-67</u>	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Regular Elections (Number)	1	4	1	2	1
Registration Affidavits (Processed)	73,192	102,667	69,102	77,400	64,896
Registration Affidavits (Cancelled)	74,109	40,219	35,617	34,135	107,778
Sample Ballots Mailed	372,123	1,263,564	374,335	661,265	373,000
Absentee Ballots Requested (Paper)	12,370	24,602	13,800	7,202	8,374
Absentee Vote (Paper)	10,613	21,779	13,231	5,604	6,657
Absentee Vote (Machine)	5,793	19,059	5,425	6,180	3,926
Precincts Used	1,340	1,349	1,349	2,400	1,200
Voting Machines Used	1,670	5,897	1,597	3,165	1,601
Voting Machines Loaned/Leased	260	270	312	215	180
Precinct Vote (Machines)	328,591	877,928	288,356	402,359	251,812
Total Votes Cast	372,188	919,546	307,012	414,143	262,398
Employee Group Elections (Ballots)	13,725	29,187	21,526	12,526	36,736

#### Recommendations:

That Section 182 of the Charter directing the registrar to call a special election forthwith when properly requested by an initiative measure be amended to provide that such an election be held not less than 60 nor more than 75 days from the date of calling the same, in lieu of the "not less than 30 nor more than 40 days" now prescribed. Such an amendment would be in accord with the general law on special elections and would provide a workable time table within which the Registrar's Office could function at maximum efficiency at a minimum cost;

That Section 183 of the Charter allowing proponents of initiative measures to present arguments to the Registrar not later than 35 days prior to an election be amended to 50 days; negative arguments against any measure to be submitted not later than 45 days prior to an election. The present limit of 35 days is unrealistic and expensive. A 45 day limit would substantially lower the cost of conducting an election because of: reduced printing costs; the reduction of the error factor so likely to occur because of the short interval of time between the 35th day before an election and the 29th day before an election when absentee voting commences (voters' pamphlets and other material should then be ready) - this amounts to 2 - 3 working days only; earlier mailing of sample ballots and voters' pamphlets without costly overtime; together with the additional benefit of minimizing a continuing source of voters' complaints objecting to the briefness of available time to analyze various local and state measures to be voted upon.



## PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN (1970-71)

### Public Administrator

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estates of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estate upon which he is entitled to administer."

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state, and federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

### Investigation of Cases

Approximately 40 per cent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 per cent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.



### 5 Year Workload Comparison

	<u>1967-68</u> <u>Actual</u>	<u>1968-69</u> <u>Actual</u>	<u>1969-70</u> <u>Actual</u>	<u>1970-71</u> <u>Actual</u>	<u>1971-72</u> <u>Estimated</u>
Estates Investigated	1,358	1,402	1,420	1,331	1,400
New Estates Opened	510	520	556	469	500
Final Accounts Filed	311	370	201	200	250
Discharges Filed	373	339	346	462	500
Open Estates (End of Year)	1,909	2,090	2,300	2,307	2,300
Permanent Positions	15	15	15	15	15
Revenue from Fees	\$309,723	\$265,484	\$219,713	\$191,759	\$250,000
Operating Expenses	166,800	187,144	199,347	217,351	243,000
Net Revenue	142,923	78,340	20,366	(25,592)	7,000

The Public Administrator's Office has been self-supporting and as a matter of fact has produced a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents' deaths where no estates are ever opened by the Public Administrator.

### Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel that, if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every



indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City treasury.

## 12 Year Comparison - Expenditures and Revenues

<u>Fiscal Year</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Difference</u>	<u>Estimated Revenue</u>	<u>Actual Revenue</u>	<u>Difference</u>
1960-61	\$134,654	\$129,742	\$-4,912	\$200,000	\$203,570	\$ 3,570
1961-62	147,520	138,761	-8,759	210,000	181,652	-28,348
1962-63	150,721	147,190	-3,531	200,000	230,508	30,508
1963-64	155,791	149,160	-6,631	207,000	215,610	8,610
1964-65	162,441	154,996	-7,850	200,000	193,442	- 6,558
1965-66	171,478	166,276	-5,202	200,000	192,645	- 7,355
1966-67	158,425	162,120	3,695	200,000	257,552	57,552
1967-68	170,000	166,800	-3,200	200,000	309,723	109,723
1968-69	181,299	187,144	5,845	200,000	265,484	65,484
1969-70	205,642	199,347	-6,295	200,000	219,713	19,713
1970-71	220,000	217,351	-2,649	220,000	191,759	-28,241
1971-72	243,000			250,000		

## Public Guardian

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate



consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid and, after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for eleven years. The program is beneficial both to the ward and to the county. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

#### Eases Crowded Hospital Condition

Where possible and when it appears to be in the best interest of the wards, they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

#### Workload Comparison

	<u>1967-68</u> <u>Actual</u>	<u>1968-69</u> <u>Actual</u>	<u>1969-70</u> <u>Actual</u>	<u>1970-71</u> <u>Actual</u>	<u>1971-72</u> <u>Estimated</u>
Applications					
Investigated	1,696	1,792	1,569	1,403	1,400
Total Wards as					
of June 30	498	531	533	499	500
New Wards					
during Year	124	130	111	88	89
Guardianships					
Terminated	74	97	109	120	120
Expenditures\$	131,636	\$ 139,191	\$ 156,905	\$ 160,367	\$ 200,311
Benefits to					
County	\$1,800,000	\$1,800,000	\$2,000,000	\$2,000,000	\$2,000,000
Revenues from					
Fees	\$ 18,853	\$ 52,581	\$ 88,461	\$ 73,813	\$ 90,000



## Fees

The Welfare and Institutions Code provides that the Public Guardian may be awarded fees by the judge of the Superior Court on the filing of his accounts. The fees for the last fiscal year amounted to \$74,000.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

## Present and Anticipated Future Requirements

The workload of this office is continually increasing due to four situations: (1) Burial of the indigent dead; (2) investigation and burial arrangements of competent persons who die outside the County and who are recipients of Welfare benefits; (3) the inability to cover about 18 weeks of vacation time of employees directly involved in preliminary investigations; and (4) the increased responsibility for proper management of real property under the jurisdiction of the Public Administrator-Public Guardian.

At present the San Francisco College of Mortuary Science has a contract with the City and County of San Francisco for the removal and burial of the indigent dead. Due to the increased number of welfare recipients dying outside the county, the determination of indigency, especially at nights and weekends, has become a serious problem. The jurisdiction of various County Departments (such as the Department of Public Health, the Coroner, and the Public Administrator) in determining the indigency of these decedents is in doubt. At joint meetings of representatives of these departments, it was concluded on a purely practical basis that the Public Administrator was in the best position to determine indigency and to complete the necessary arrangements when the death occurs during the night or weekend hours. At the present time this workload is processed solely by employees in the "Z" classification. This is not satisfactory since the compensatory time off obviously cannot be taken. An increase in the budgeted overtime will undoubtedly be necessary. The hours covered every day are from 5 P.M. till 8 A.M. the following day and from 5 P.M. Friday to 8 A.M. Monday.

The other situation which affects the workload is the increasing practice by the Department of Social Welfare and the County Hospitals of placing competent patients in nursing and convalescent homes in other counties (Alameda, Contra Costa, Napa, Solano, San Mateo, Marin, Sonoma). Since these persons are involuntarily removed, they are residents of San Francisco and the other counties will not assume liability for their burial.



At the joint meetings referred to above, a practical working arrangement has been initiated whereby the other affected departments are supposed to supply the Public Administrator's office with detailed information as to these placements and the history and assets of the patients.

In connection with real property, the occurrence of "breakins," the involvement with code enforcement and complaints from tenants and neighbors has and will continue to consume considerable time.

As previously pointed out, additional investigatory employees are required. Presently, this overload is being met by the emergency use of employees in other classifications. This, in turn, means a general slowdown in the number of cases being processed.

The accounting system for the Public Guardian has been completely changed from the manual to the electronic accounting machine operation. The change from manual to electronic accounting machine operation for the Public Administrator has been accomplished this year.



## TAX COLLECTOR

1970-71

The Office of Tax Collector in the City and County of San Francisco has two general and distinct functions. The office is a County Office operating under the Constitution and By-Laws of the State of California. In this respect, the office is guided in the collection of Real Property and Personal Property Tax Payments by the Revenue and Taxation Code of the State.

The other major operation of the Office of Tax Collector in San Francisco is collecting a number of taxes that normally would be handled by a City Office. These activities include the administration and collection of several Business Taxes consisting of the Gross Receipts Tax, the Payroll Expense Tax, the Parking Tax, the Utility Users Tax and the Stadium Operator's Admission Tax. The local Office of Tax Collector also administers the Bureau of Delinquent Revenue, the Parking Meter Collections Division, the License Division and the Investigative Division.

The reason that San Francisco has this combined function, of course, stems from the fact that San Francisco is the only jurisdiction within the State that is a combined City and County governmental unit.

During the fiscal year ending June 30, 1971 the Office of Tax Collector has proceeded to make progress in several areas. The advances made have been difficult to obtain because of budgetary limitations and the difficulty of making changes under our local system of government. We have proceeded slowly on the remodeling project that had just been funded at the end of the prior fiscal year. There remains much work to be done in this area including the major objective of transferring the Cashiering Operation from the center of the office to the east wall.

We have petitioned the Civil Service Commission to make several studies and surveys to ascertain the adequacy of certain job classifications. The Civil Service Commission has responded by starting preliminary investigations. We hope, and anticipate, that these studies will be expeditiously carried out during the current fiscal year.

The fiscal year 1970-71 saw the rapid expansion of tax ordinances that had to be implemented by the Tax Collector. Just prior to the second quarter of fiscal year 1970-71 the



Board of Supervisors passed a number of new tax ordinances and amended the then existing Gross Receipts Tax Ordinance. The enactment of these new measures and the amendment to the then existing ordinance necessitated a rapid effort on our part to make them operative by their respective early target dates. This meant that the staff of the Business Taxes Division of this office had to put forth an unusual effort in an attempt to collect the revenues accruing to the City and County. They are to be congratulated for their hard work and diligence in carrying out the mandate of the Board of Supervisors to reap the revenues from these ordinances as quickly as possible so as to lessen the tax burden on the home owner.

We have continued in our efforts to convert the operations of our several tax divisions to Electronic Data Processing. This has not gone as smoothly as we would have liked it to. However, we feel that we are making definite progress at this point.

The delinquency rate of the Real Property collections continues to be one of the lowest in the State. This is partially due to the premium placed on real estate due to the scarcity of land and the high demand for its use in San Francisco. A large part of the credit for this low delinquency rate, however, is due to the conscientiousness of the staff of that division having as it does the responsibility for administering the collection of the single largest source of revenue supporting our local government. The amount of revenue this office was charged with collecting from Real Estate Taxes amounted to \$256,000,000.00 for fiscal year 1970-71. The delinquency rate was approximately 1-1/2% of this amount.

This office continues to face many problems in its effort to streamline its operations and maximize the amount of revenue that the City collects. The cooperation we have received from other departments has been encouraging. We hope that the policy makers continue to realize that it requires an adequate budget for this office to collect maximum revenue in conjunction with the ordinances and codes under which we operate.



## List of Collections

The following is a table of collections for the various divisions for 1970-71, as compared with 1969-70.

Real Property Taxes and Sec.		
Personal Property Taxes	\$237,910,629.87	\$251,431,307.81
Unsec. Personal Prop. Taxes	19,210,810.98	24,410,783.12
Uniform Sales & Purchase Tax	23,829,955.37	23,455,636.97
Parking Meters	1,319,778.09	1,389,159.34
Delinquent Revenue	2,288,177.50	2,251,647.80
Licenses	5,074,247.93	5,303,950.81
Business Taxes	7,926,431.72	19,325,257.68
Miscellaneous	<u>141,856.40</u>	<u>285,821.27</u>
TOTAL	\$297,701,887.86	\$327,853,564.80

## Cashier's Division

During 1970-71 the Cashier's Division of the Tax Collector's Office collected \$327,853,564.80, an all-time high for the seventeenth consecutive year.

Peak periods for tax collection were from March 1 to September 15 for unsecured personal property taxes, and from November 1 to December 31 and March 1 to April 20 for real property taxes. Peak periods for license collections were in January, July and October, Business Taxes were collected January thru June.

## Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 14,340 parking meters in San Francisco. Fourteen Parking Meter Collectors are used in the operation. Nine men in four panel trucks collect the monies and wind the springs of about 4,780 parking meters daily, while five men in the office process the coins. Of the 46,550,728 coins handled during the fiscal year 1970-71, 31,022,153, (66.6%) were pennies, 9,495,907, (20.5%) were nickels and 6,032,688, (12.9%) were dimes. The total weight of the coins processed during the year was 347,829 pounds.

During the fiscal year 1970-71 four hundred and seventy six pounds of mutilated coins, plugs, can rings and foreign coins were processed. Canadian and other foreign coins were redeemed for \$875.66.



The total revenue received from Parking Meter Collections for fiscal year 1970-71 is \$1,389,159.34. The increase in weight and revenue is attributed in part to better enforcement of parking meter violations by the Police Department.

#### Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July 1, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County.

The figure for this year is \$23,455,636.97 - 1970-71.

#### Business Taxes Division

The Business Tax Ordinance went into effect on October 1, 1968. Originally, the measure of the tax period was on a quarterly basis and the first collection was payable in January, 1969. In March, 1969, the measure of the tax period was amended to a semi-annual basis, period ending June 30, 1969, and payment due during the month of July, 1969. In March, 1970, the measure of the tax period was amended to an annual basis with the first annual period ending December 31, 1970, and payment due during the months of January and February 1971. Effective September 1, 1970, the Business Tax rates were doubled. For the tax year 1970 two calculations were required to determine the Business Tax liability. The period January 1, 1970 through August 31, 1970, was calculated on the old rates, and the period September 1, 1970 through December 31, 1970 was calculated on the new rates. The sum of the two calculations was the Business Tax liability for 1970.

The Board of Supervisors passed a Payroll Expense Tax Ordinance which became effective October 1, 1970. In summary, the Ordinance imposes a tax on persons and associations who, in connection with a business, engage, hire employ or contract with one or more individuals, as commission merchants or employees, to perform work or render services within the City and County of San Francisco. The amount of tax is one (1%) percent of the payroll expense attributable to the City and County of San Francisco, plus, for associations, one (1%) percent of the total distributions made by the association by way of salary to those having an ownership interest in such association.

No person or association is required to pay both the Payroll Expense Tax and the Business Tax. After calculating the tax due under each ordinance, each person or association is required to pay the higher of the two taxes. Collections on the Business Tax Ordinance on a cash basis totaled \$9,768,903.12 for the fiscal year 1970-71. Collections on the Payroll Expense



Tax Ordinance on a cash basis totaled \$2,089,261.61 for the fiscal year 1970-71. As of now, it is estimated that \$5,000,000.00 will be collected annually under the Business Tax Ordinance and that \$9,000,000.00 will be collected annually under the Payroll Expense Tax Ordinance.

The Board of Supervisors passed the Utility Users Tax Ordinance effective October 1, 1970. The measure of the tax is five percent (5%) of the charges made for such services and is paid by the user to the supplier who remits collections monthly. Collections on a cash basis totaled \$4,581,863.09 for the fiscal year 1970-71. As of now, it is estimated that \$7,000,000.00 will be collected annually.

The Board of Supervisors passed a Parking Tax Ordinance effective October 1, 1970. The measure of the tax is twenty-five percent (25%) of the rent to the occupant of parking space in a parking station which is collected by the operator and remitted quarterly to the City and County. Collections on a cash basis totaled \$2,658,875.86 for the fiscal year 1970-71. As of now, it is estimated that \$5,000,000.00 will be collected annually.

The Board of Supervisors passed a Stadium Operator Admission Tax Ordinance which became operative November 1, 1970. There was imposed a tax on any operator of athletic contests, exhibition and other special events in an amount equivalent to fifty cents (\$.50) on each admission ticket sold for the right to occupy a seat or space in any stadium with a seating capacity over 5,000 permanent seats within the City and County of San Francisco for each event. Collections on a cash basis totaled \$226,354.00 for the fiscal year 1970-71. As of now, it is estimated that \$535,000 will be collected annually.

#### Real Estate Division

The continued adaptation of EDP to property tax collections and accounting has resulted in the installation in 1970-71 of one printer and one viewer to give improved service to the public. The printer can issue a duplicate bill almost immediately while the viewer enables the information clerk to give instant information concerning every property in San Francisco.

Further adaptation of EDP is anticipated for the 1971-72 tax year which should result in some of the manual operations being converted to electronic procedures. This year we will ask the taxpayer to return only the installment stub with his payment instead of the entire bill as in the past years.

Real estate tax delinquencies in San Francisco continue to be among the lowest of the major counties in the State.



The following table shows delinquencies for 1970-71 compared with 1969-70.

	Real Property Taxes	Unsecured Property Taxes
Amount Delinquent June 30, 1971	\$3,722,481.89	\$706,948.34
Amount Delinquent June 30, 1970	3,388,977.73	813,640.74
Per Cent Delinquent June 30, 1971	1.46%	2.65%
Per Cent Delinquent June 30, 1970	1.40%	3.71%

There were 3,115 parcels Sold to State and 38 Deeded to the State in 1970-71 compared to 2,828 Sold to State and 14 Deeded to the State in the prior fiscal year.

### License Bureau

For the fiscal year 1970-71, the License Bureau showed an increase in gross receipts collected. This was anticipated as the result of increases in license fees for permits issued by the Department of Public Health.

Increases in revenues also were reflected in the Hotel Room Tax due to the raising of the 5% tax to 5-1/2% which became effective January 1, 1971.

It should be noted that the number of accounts had declined. This can be attributed to the decrease in the number of dog licenses issued. The reason was that the S.P.C.A. did not have field people canvassing various areas of San Francisco due to lack of funds and consequently this did affect the overall total number of accounts.

	1969-70 Number	1969-70 Amount	1970-71 Number	1970-71 Amount
General Business	30,759	\$ 704,271.14	30,819	\$ 720,695.49
Vehicles	369	42,218.50	374	42,884.80
Bicycles	2,705	1,352.50	3,176	1,588.00
Inspection Fees	2,189	89,532.00	2,307	92,590.55
Miscellaneous	4,467	10,221.95	4,531	13,518.90
Dogs	30,494	121,976.00	26,990	107,960.00
Duplicate Dogs	405	202.50	363	181.50
Curb Painting	14	2,027.00	12	1,860.00
Pub. Eat. Place	2,759	169,533.75	3,466	270,443.79
Taxicab Permits	60	90,000.00	206	36,750.00
Taxicab Transfers	4	4,000.00	12	12,000.00
Limousine Permits	5	25,000.00	1	5,000.00
Limousine Transfers	1	750.00	13	8,500.00
TOTAL(Exclding Hotel Tax)	74,231	\$1,261,085.34	72,280	\$1,313,973.03
Hotel Room Tax	1,440	3,813,173.75	1,587	3,989,977.78
GRAND TOTAL				
License Bureau	75,671	\$5,074,259.09	73,867	\$5,303,950.81



### Hotel Room Tax Unit

Although a separate budget item, the Hotel Room Tax, as shown above, is collected by the License Bureau.

Each quarterly amount represents the tax collected by the hotels between the dates specified.

A comparison of collections by quarters follows:

	<u>1969-70</u>	<u>1970-71</u>
July 1-September 30	\$ 912,613.60	\$ 998,911.88
October 1-December 31	1,143,151.11	1,234,220.36
January 1-March 31	921,966.04	827,268.99
April 1-June 30	<u>835,443.00</u>	<u>929,576.55</u>
TOTAL	\$3,813,173.75	\$3,989,977.78

### Delinquent Revenue Division

A total of 42,283 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County Departments during 1970-71.

The large increase from last years 8,232 accounts reported is due almost entirely from the increase in the number of Public Health Department delinquent accounts. Thirty six thousand one hundred and fifty Public Health accounts were transferred from the San Francisco General Hospital to the Delinquent Revenue Division for abandonment. These accounts were emergency patient treatments which had accumulated at the Hospital over a long period of time and were deemed uncollectible.

The number of accounts handled represents a continuous increase over those of previous fiscal years. This was accomplished with no increase in the number of personnel and without a full crew of investigators in the field for the entire year.

As part of the reform program many more personal property bills have been placed on the secured roll resulting in another drop of the unsecured bills transferred to the Tax Collector.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1970-71 showing a comparison with 1969-70.



	<u>1969-70</u>	<u>1970-71</u>
No. Unsec. Prop. Tax Bills	39,758	37,145
Collections, Non-Del. Unsec. Prop. Taxes	\$19,991,605.90	\$23,915,765.99
Collections, Del. Unsec. Prop. Taxes	\$ 2,000,561.76	\$ 2,525,750.19
No. Pub. Health Dept. Del. Accts.	1,924	37,722
Collections, Pub. Health Dept.	\$ 288,499.54	\$ 244,460.74
No. Pub. Library Del. Accts.	4,770	3,808
Collections, Public Library	\$ 10,618.92	\$ 10,421.30
New Sonoma Home Accts.	21	16
Collections, Sonoma Home	\$ 79,317.53	\$ 78,876.10
No. Other City & Co. Dept. Del. Accts.	639	591
Collections, Other Depts.	\$ 213,791.78	\$ 66,527.57
No. Int., Fees, Court Costs Accts.	147	146
Collections, Int., Fees, Court Cost\$	2,068.85	\$ 1,701.35
Total No. Accounts Received	47,259	79,428
Total Collections Del. Accts.	\$ 2,594,786.38	\$ 2,927,737.25
Total Collections, Unsec. Prop. Tax Bills and Del. Accts.	\$22,586,392.28	\$26,843,503.24

As part of collection enforcement procedures, 438 Court actions were instituted in 1970-71. Of this total, 212 were filed in Small Claims Court, 215 in the Municipal Court and 11 in the Superior Court.

### Investigation Division

The Investigation Division operates in a staff capacity servicing delinquent accounts of the Division of Delinquent Revenue, Business Tax Division and the Licensing Division.

Its main function is to make field investigations in connection with the collection of delinquent accounts and to bring about compliance to those ordinances covering the regulation of Licensing and Business Taxes.

For the 1970-71 fiscal year, 16,237 accounts were carried over from the previous year, plus 7,053 accounts transferred during the year. Of these 23,290 accounts, 8,253 closed out during the year, leaving 15,037 on hand as of June 30, 1971.



# COUNTY CLERK

1970-71

The County Clerk's office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained; the principal ones are the Corporation index, the Partnerships and Fictitious Names Index, and the index of Notaries Public. Marriage licenses are issued by this department. Branch offices are located at the Hall of Justice, the Youth Guidance Center, and at San Francisco General Hospital.

<u>3 Year Summary Comparison</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Superior Court Proceedings:			
Civil actions and petitions	12,420	13,744	14,527
Probate petitions	3,997	4,008	3,673
Criminal actions	3,275	3,403	3,611
Juv. petns. no. of children	3,420	3,272	2,775
Men. health petitions	571	600	808
Appeals to Superior Court	219	232	242
Marriage licenses issued	8,505	7,739	7,433

Detailed operations of the various divisions of the County Clerk's Office are shown below:

## Cashier's Division

The revenue from fees collected in 1969-70 was \$361,195. A comparative statement of fee revenue follows:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Probate Department	\$88,901	\$100,685	\$120,189
General Department	136,058	198,370	289,740
Civil Department	49,643	53,890	79,351
Marriage License Dept. *	8,505	7,737	44,796
Professional Registrations	<u>436</u>	<u>513</u>	<u>410</u>
Total Office Fees	\$283,543	\$361,195	\$534,486

\*Marriage License and Professional Registration Fees are now collected by the Recorder's Office.

## Fines, Law Library Fees and Collections for Other Departments

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Juvenile Court Traffic Fines	\$12,323	\$11,950	\$17,538
Crim. Dept. Fines & Forfeitures	58,559	123,990	48,933
Peace Officers Training Fund	8,216	30,217	16,495
Law Library Fees	102,702	125,310	127,410



# CASHIER'S DIVISION (Continued)

Fines, Law Library Fees and Collections for Other Departments:	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Sup. Ct. Reporters Salary Fund	\$231,280	\$248,527	\$251,838
Total Fees and Fines Collected	\$700,745	\$908,876	\$996,700
Trust Fund Deposits:			
Civil Ct. Deposits & Jury Fees	5,653,893	5,835,560	9,176,499
Criminal Bail Dep., Cash & Bonds	<u>86,525</u>	<u>72,998</u>	<u>115,593</u>
Total Money Collected	\$5,740,418	\$5,908,558	\$9,292,029

## GENERAL DIVISION

New Civil actions filed during the past fiscal year totaled 14,527 compared with 13,744 in 1969-70. A breakdown of other filings follows:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Civil Actions	12,420	13,744	14,527
Adoptions	355	407	310
Certificates of Incorporation	1,223	1,286	1,203
Cts. of Copartnership & Fix. Names	1,149	1,247	5,159
Official and Notarial Bonds	1,325	1,141	1,025
Oaths of Office	477	475	450

The following is a classification by character of civil actions filed.

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Personal Injury Cases			
By Motor Vehicles	2,733	3,401	3,319
Others	1,671	1,799	1,788
Divorce	3,378	4,030	4,764
Annulment	507	337	215
Separate Maintenance	191	154	113
All Other Actions	<u>3,940</u>	<u>4,023</u>	<u>4,328</u>
Totals	12,420	13,744	14,527

## CIVIL DIVISION

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Disposition of Civil Actions:			
Judgts. by Jury on Verdict	289	265	254
Judgts. Misc. after Ct. Hearings	3,364	2,240	2,044
Judgts. on Default	58	32	68
Dismissals by Parties	3,438	3,574	3,558



# CIVIL DIVISION (Continued)

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Disposition of Civil Actions:			
Trsfrd. to other Jurisdictions	344	233	243
Sep. Maint. Judgts. Grtd.	24	20	8
Annulments of Marriage Grtd.	348	341	211
Interloc. Decrees of Div. Grtd.	2,465	2,932	3,616
Final Decrees of Div. Grtd.	2,374	3,012	3,530
Appeals to District and Supreme Courts from Superior Court	280	309	286
Appeals Disposed of:			
Affirmed	59	72	56
Modified	3	3	6
Reversed	54	45	42
Dismissed	66	58	183

## PROBATE DIVISION

New Estate and guardianship proceedings totaled 4,008 compared with 3,997 for the previous fiscal year.

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Probate Proceedings Filed:			
Testate	2,070	2,144	2,043
Intestate	1,187	1,147	1,039
Missing Persons	2	4	1
Guardianship Proceedings Filed			
Minor	156	197	221
Incompetent	252	222	183
Conservator	290	294	253
Letters Issued:			
Testamentary	1,816	1,828	1,798
Administration	954	782	752
Administration with Will Annexed	320	335	307
Special	149	154	151
Guardianship	482	403	386
Conservator	293	338	279

## CRIMINAL DIVISION

Four courts hear criminal matters daily at the Hall of Justice. One is the Master Calendar department and the other three are trial courts. Trials are periodically sent to the City Hall for trial. There are two trial courts located at City Hall.

Statistics below are based on number of defendants:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
New actions filed:	3,275	3,403	3,611
Informations	2,553	2,656	2,933



# CRIMINAL DIVISION (Continued)

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
New Actions Filed, (Cont'd.)			
Indictments	252	247	229
Cert. from Muni. Ct. for Judgt.	25	22	27
Cert. from Muni. Ct. for Hearing on Sexual Psychopathy	7	5	1
Pets. for Cert. of Rehabilitation	10	107	59
Cert. from Muni. Ct. for Hearing on Present Sanity	281	224	273
Cert. from Muni. Ct. to Determine Narcotic Addiction	39	30	28
Petitions for Writs of Habeas Corpus	79	112	61
Disposition of Cases:			
Convicted after Pleas of Nolo Contendere	34	17	13
Convicted after Pleas of Guilty	2,146	1,725	2,453
Convicted after Court Trials	323	332	490
Convicted after Jury Trials	64	124	128
Dismissed	324	292	405
Transferred to other Jurisdictions	29	19	20
Acquitted after Court Trials	221	190	156
Acquitted after Jury Trials	12	23	40
Sentenced to County Jail	127	134	93
Sentenced to State Prison	184	300	317
Sentenced by Fines	10	6	3
Committed to Youth Authority	80	73	89
Committed as Sexual Psychopaths	7	4	6
Committed as Insane	126	172	237
Prob. Grtd., incl. Conditional Prob.	1,889	1,372	2,117
Certs. of Rehabilitation Granted	7	14	11
Committed re: Narcotic Addiction	160	183	229
Fines and Bail Forfeitures Collected:			
Fines and Assessments	347,949	334,912	320,730
Bail Forfeitures	23,400	117,775	70,800
Appeals to State Appellate Court			
Pending at Beginning of Year	150	138	167
Filed During the Year	99	152	159
Disposition of Appeals:			
Affirmed	60	66	49
Reversed	10	13	9
Dismissed	40	39	46
Pending	138	167	219
Modified	1	4	3
Coroner's Transcripts Filed	430	74	79



# JUVENILE COURT DIVISION

The Juvenile Court meets every week day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco. Statistics follow:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Petitions Filed:			
Ptns. for Comm. of Dependent Children	389	471	453
Number of Children	712	715	664
Ptns. Filed on Delinquent Children	2,708	2,557	2,111
Number of Children	2,708	2,557	2,111
Hearings by the Court:			
Detention	2,901	28	46
Special	421	391	397
Abandonments	28	26	55
Number of records sealed	241	177	206
Juvenile Traffic Hearings:			
Moving violations	4,172	4,935	5,109
Fines collected	\$12,236	\$11,915	\$17,651

## STATE HOSPITAL COURT DIVISION

The State Hospital Court meets at 2:00 P.M. every week day at San Francisco General Hospital, 2450 Twenty-Second Street. The Court Clerk is in attendance from 8 A.M. to 5 P.M. Monday through Friday.

The Lanterman - Petris - Short Act became effective July 1, 1969. This legislation made drastic changes in mental health court procedures, completely eliminating the old style commitments.

	<u>1969-70</u>	<u>1970-71</u>
Alleged Mentally Disordered Persons:		
Filings	595	802
Conservators appointed	50	240
Post-certified (90 days)	10	1
Discharged	535	561
Intemperance (No drug petitions)		
Filings	2	3
Conservator appointed	1	2
Discharged	1	1
Mentally Retarded		
Filings	3	3
Committed	3	3
Discharged	?	0



# APPELLATE DIVISION

Three judges of the San Francisco Superior Court, appointed by the Judicial Council, sit each Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal and Civil, are heard by the Appellate Division. Appeals from the Small Claims Court are retried from the beginning.

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Civil Appeals from Muni Court Filed During the Year:	69	43	40
Disposition of Appeals:			
Affirmed	46	27	30
Reversed	11	12	4
Dismissed	15	17	9
Rehearings Denied	9	6	3
Under Submission or Pending	25	9	0
Criminal Appeals from Muni Court Filed During the Year:	92	123	113
Disposition of Appeals			
Affirmed	20	18	23
Reversed	10	4	9
Dismissed	70	51	50
Pending	13	23	0
Abandoned	1	12	3
Appeals from Small Claims Court	58	66	89
Disposition of Small Claims Appeal			
Affirmed	36	32	47
Reversed	7	16	17
Dismissed	15	12	4
Under Submission or Pending	10	8	1

# LICENSE DIVISION

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>
Marriage Licenses Issued	8,505	7,739	7,433
Professional Registrations	218	280	205



1971-72

Annual Report

*San Francisco*

DIRECTOR OF  
FINANCE AND RECORDS



DOCUMENTS  
SEP 1 1972  
SAN FRANCISCO  
PUBLIC LIBRARY

INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market



# CITY AND COUNTY OF SAN FRANCISCO

## DEPARTMENT OF FINANCE AND RECORDS

OFFICE OF  
DIRECTOR OF FINANCE  
AND RECORDS

170 CITY HALL  
SAN FRANCISCO, CALIF. 94102  
558-4823

September 1, 1972

Subject: 1971-72 Annual  
Report

Honorable Thomas J. Mellon  
Chief Administrative Officer  
City and County of San Francisco

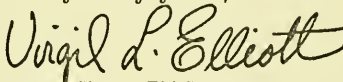
Dear Mr. Mellon:

Herewith is submitted our annual report for the fiscal year ended June 30, 1972, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor. Each separate report was prepared by the office head concerned.

Very truly yours,



VIRGIL L. ELLIOTT  
Director

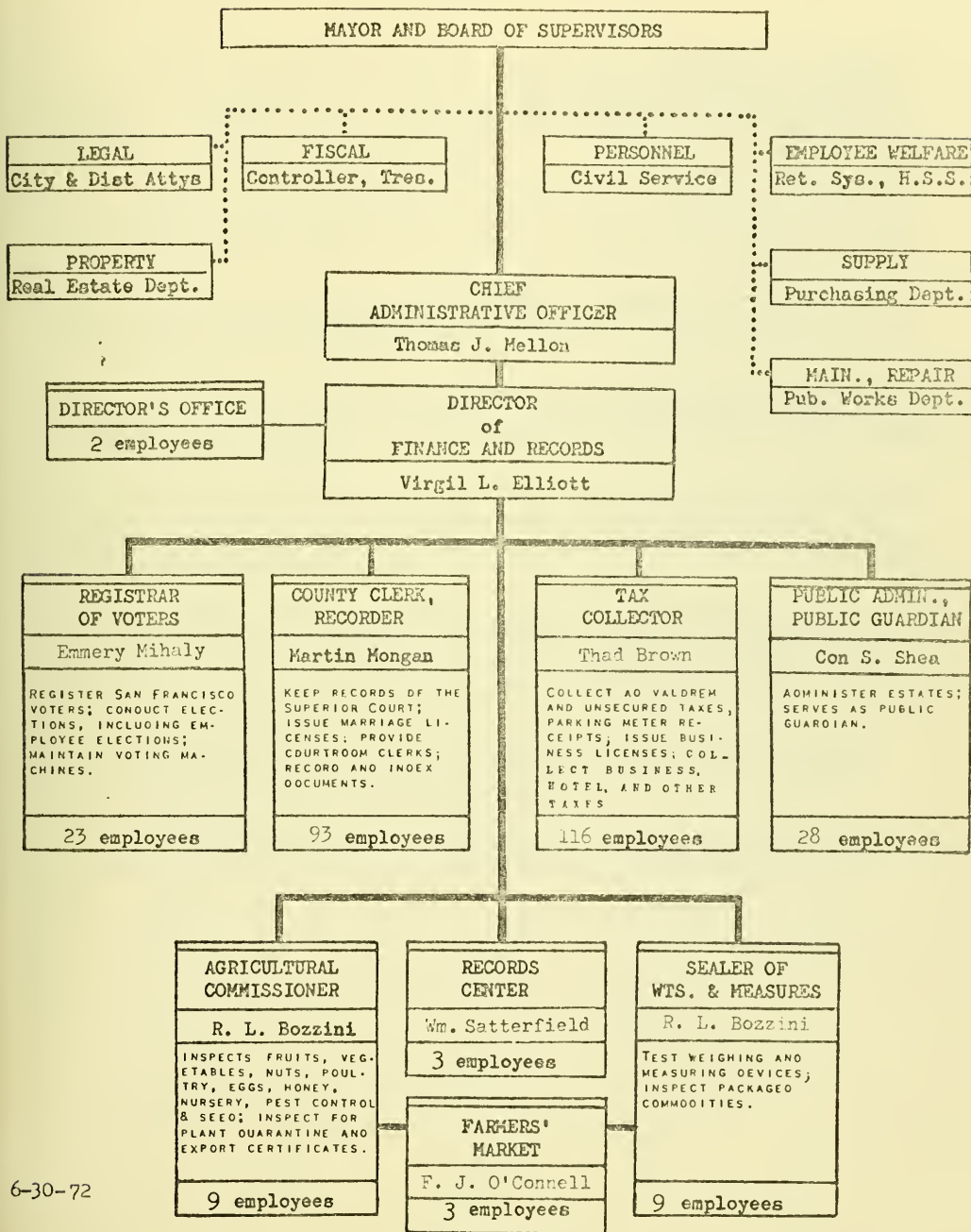


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City and County of San Francisco, California





## RECORDS CENTER

1971-72

Function of the Records Center, established by Ordinance No. 7070, is to provide for the orderly storage, care and management of City and County department records which must, by law or other requirement, be kept for varying periods of time and whose removal from the offices involved is necessary because of the absence of storage space.

At the end of its nineteenth year of operation, fifty-two departments were storing a total of 34,707 cubic feet of records in the Center, the bulk being boxed paper records.

During fiscal 1971-72, 2,553 cubic feet of records were received. Authorization for the destruction of 1,056 cubic feet was obtained and their removal from the Center accomplished.

According to the ordinance, the Records Center provides its storage and reference services, as well as cardboard storage boxes, without charge to the user agencies. However, due to budget cutbacks, less than half of the requests for boxes can be furnished.

Reference service to stored records is a major function of the Center, as well as the interfiling of documents sent by the departments for files previously sent to storage. The number of references to stored records during the past fiscal year was: 27,620.

The Records Center has custody of the microfilmed records stored in the Twin Peaks Tunnel Vault. Custody of these records was transferred from the Recorder to the Records Center by Ordinance No. 8689. Total number of rolls in storage for various City Departments as of this date is: 7,551. During fiscal 1971-72 there were 57 references to the microfilmed records.

A records disposition manual, which will list the legal retention periods for most types of records, is being prepared and, when completed, copies will be supplied to all user agencies.

The next page provides a breakdown by user agencies of records in storage as of June 30, 1972, and of references to records during 1971-72.



DEPARTMENT	MICROFILM (100' Reels)	PAPER RECORDS (Cubic Feet)	1971-72 References
Adult Probation .....		0	0
Art .....		0	
Assessor .....	38.5	227	39
Board of Permit Appeals .....		58	
Board of Supervisors .....	76.0	669	151
Assessment Appeals Board .....		72	14
Calif. Palace Legion of Honor ..	.3		
Chief Administrative Officer ...		6	
City Attorney .....		999	42
City Planning .....	41.5	191	155
Civil Service ..	7.8	1,386	287
Controller .....	17.6	4,377	16
DeYoung Museum .....	.8		
District Attorney .....		26	
Electricity .....	3.3		
Fair Employment .....		4	
Finance and Records:			
County Clerk (Superior Court) .	55.5	12,173	20,608
Recorder .....	4,266.0	237	57
Registrar of Voters .....		14	
Public Administrator .....		455	36
Tax Collector .....	7.8	333	307
Weights and Measures .....		4	
Law Library .....	6.0		
Mayor .....		12	
Municipal Court .....	55.0	3,815	3,025
Public Defender .....		109	16
Public Health:			
Child Psychiatric Clinic .....		219	
Crippled Children's Services ..		90	483
City Clinic .....		359	941
Laguna Honda .....		379	33
Other Health Services .....	15.0	391	4
S.F. General Hospital .....		3,122	127
Public Utilities:			
Airport .....	1.5		
Bur. of Light, Heat and Power..	2.5	0	
General Office P.U.C. ....		116	
Hetch Hetchy .....	15.0	337	85
Municipal Railway .....	3.5		
Utilities Engineering Bureau ..	525.0		2
Water .....	74.0		57
Public Works:			
Army Street Office .....		409	
Bur. of Architecture .....		125	9
Bur. of Bldg. Insp.F-A-C-E Prog.		46	69
Engineering Office .....		189	16
Main Office .....	55.8	0	
Sewer Repair Division .....		3	
Purchasing .....		1,533	276
Real Estate .....		105	1
Recreation and Park .....	6.5		
Retirement System .....	8.5	108	
Reproduction Bureau .....		8	
Schools .....	2,173.5		
Sheriff .....	3.8	407	50
Social Services .....		1,240	419
Superior Court (Rec'y Records)..	2.3		
Youth Guidance Center .....		354	304
TOTALS .....	7,551	34,707	27,620



## RECORDS PRESERVATION OFFICER

1971-72

The Administrative Code (Sec. 8.9-8.11) specifies that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

The code names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

The latest such report submitted December 6, 1971, classified 23,867,500 pages of City and County records as essential within the meaning of the code. Of this total, 12,980,600 pages had been safeguarded by a preservation copy, either on microfilm, paper, by dispersal, or in a fireproof office vault.

San Francisco lost most of its vital records in the 1906 earthquake and fire. It took many years and innumerable court actions to reconstruct them. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors' ordinances, resolutions and journals; and minutes, maps, engineering drawings, customer records, and various other records in various departments.

Microfilming enables keeping in the department the official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, the saving in space is about 95 per cent. The microfilming expense is borne by the department having custody of the record. The cost to produce a 16 mm microfilm image is approximately one cent per page for letter size paper records and legal size documents.

The three recommended methods for preserving essential records are:

**MICROFILM** -- A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. The original paper copy is destroyed after certain approvals have been obtained.

**DISPERSAL** -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location.

**OFFICE VAULT** -- If a fireproof office vault is available, this should provide reasonable security for essential records.

The Records Preservation Officer assists in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels. Our "Inventory of Records Designated as Essential" follows on the next two pages.



INVENTORY OF RECORDS DESIGNATED AS ESSENTIAL  
CITY AND COUNTY OF SAN FRANCISCO, CALIFORNIA  
(as of December 6, 1971)

<u>Department</u>	<u>Essential Records (Type)</u>	<u>Essential Records (Pages)</u>	<u>Safeguarded by Preservation Copies (Pages)</u>	<u>Preservation Method in Use or Recommended</u>
ADULT PROB.	Minutes	6,000	2,300	Office Vault
AIRPORT	Leases	4,500	1,000	Office Vault
ART COMM.	Minutes	6,500	1,500	Office Vault
ASSESSOR	Assessment Files	900,000	20,000	Office Vault
BD. OF EDUCATION	Minutes, etc.	610,000	540,000	Microfilm
BD. OF SUPS.	Ords. & Resolutions	165,000	145,000	Microfilm
	Journals	225,000	210,000	Office Vault
C.A.O.	P. & A. Contracts	1,000	0	Office Vault
CITY ATTORNEY	Rulings	37,500	0	Dispersal
CITY PLANNING	Minutes, Maps	33,000	25,000	Office Vault
CIVIL SERVICE	Minutes, Personnel	207,500	12,000	Office Vault
CONTROLLER	Fiscal, Payroll	600,000	100,000	Office Vault
COUNTY CLERK	Judgments	3,680,000	320,000	Microfilm
	Indexes	97,000	0	Microfilm
	Registers	560,000	0	Microfilm
deYOUNG MUSEUM	Minutes, Inventory	80,800	3,000	Office Vault
ELECTRICITY	Cable Maps	1,000	1,000	Microfilm
FIRE DEPT.	Minutes, Maps	16,200	16,200	Office Vault
HEALTH SER. SYS.	Membership Records	64,000	10,000	Office Vault
HOUSING APPEALS	Minutes	3,000	1,000	Office Vault
HOUSING AUTHORITY	Minutes, Leases	80,800	5,200	Office Vault
JUV. PROBATION	Minutes	4,800	1,200	Office Vault
LEGION OF HONOR	Minutes, Inventory	46,000	5,000	Office Vault
MUNICIPAL COURT	Registers	940,000	0	Microfilm
	Indexes, Min. Books	905,000	0	Microfilm



<u>Department</u>	<u>Essential Records (Type)</u>	<u>Essential Records (Pages)</u>	<u>Safeguarded by Preservation Copies (Pages)</u>	<u>Preservation Method in Use or Recommended</u>
MUNI. RAILWAY	Misc. Records	7,600	3,700	Office Vault
PARKING AUTH.	Auth. Minutes	54,600	5,000	Office Vault
POLICE DEPT.	Commission Minutes	73,600	11,000	Office Vault
PUBLIC ADMIN.	Active Case Records	8,000	8,000	Office Vault
PUBLIC HEALTH	Birth Records	1,940,000	1,940,000	Dispersal
	Death Records	1,670,000	1,670,000	Dispersal
	Other	100,000	15,000	Microfilm
	Disinterments	60,000	60,000	Microfilm
PUBLIC LIBRARY	Commission Minutes	3,800	0	Office Vault
PUBLIC WORKS	DPW Minutes	280,000	0	Office Vault
	Engineering Records	75,000	40,000	Microfilm
	Sewer Main Maps	1,000	500	Microfilm
	Other Maps	1,100	500	Microfilm
P.U.C.	Minutes	54,000	0	Office Vault
PURCHASER	Contracts	3,100	0	Office Vault
	Equipment Inventory	18,900	18,900	Office Vault
REAL ESTATE	Property Records	62,000	5,000	Office Vault
RECORDER	Misc. Documents	7,778,000	5,680,000	Microfilm
	Marriage Certificates	636,900	636,900	Dispersal
REC.-PARK	Commission Minutes	6,200	3,200	Office Vault
REDEVELOPMENT	Minutes, Contracts	12,400	1,500	Office Vault
RETIREM'T SYS.	Membership Records	970,000	850,000	Dispersal
SHERIFF	Inmate Records	9,200	4,000	Office Vault
U.E.B. (PUC)	Engineering Records	564,000	525,000	Microfilm
WAR MEMORIAL	Minutes	22,500	2,000	Office Vault
WATER DEPT.	Customer Records	160,000	75,000	Office Vault
WELFARE	Minutes	21,000	6,000	Office Vault
T O T A L S		23,867,500	12,980,600	



RECORDER  
1971-72 Annual Report

The Recorder's Office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

We have now destroyed all the official volumes of record already microfilmed.

During the 1971-72 fiscal year we have trained at least five people in assuming additional duties in the office in order to provide greater flexibility in work assignments and to prevent delay in essential operation because of absences due to sickness or vacation.

Our staff, working with the Real Estate Department, has been considering plans for rearranging our various operations and the physical layout of the office for the purpose of releasing additional space that may be required by other offices. Preliminary work indicates a minimum of 1500 square feet that could be made available. We feel certain that there is a potential for substantially greater economy of space and efficiency if we could replace our obsolete equipment and change some of our archaic method of operations.

Opportunity now exists for improving the indexing procedure with recent State legislation permitting a combined Grantor-Grantee Index in strict alphabetical order in place of the dual system of Grantor and Grantees. This single side index is ideally suited for indexing by computer. Our 1972-73 budget includes \$17,000.00 for implementing a computer program for EDP indexing beginning January 1, 1973.

Receipts

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Recording fees .....	\$144,704.20	\$163,981.60	\$225,626.80
Special Service fees .....	13,354.05	15,204.75	16,108.15
Marriage certificate recording fees .....	30,948.00	29,184.00	17,347.50
Real Property Transfer Tax .....	370,079.70	506,984.30	611,294.00
	<u>\$559,085.95</u>	<u>\$715,354.65</u>	<u>\$870,376.45</u>

The marriage certificate fees now include an additional \$2.50 for each certificate, which is credited to a property tax reduction fund.



## Expenditures

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Salaries .....	\$194,734.50	\$202,961.95	\$203,747.00
Other .....	13,215.65	14,198.62	13,902.00
	<u>\$207,950.15</u>	<u>\$217,160.57</u>	<u>\$217,649.00</u>
Excess, receipts over expenditures .....	\$351,135.80	\$408,194.08	\$652,727.45

There is value of \$18,977 for free or "official" recordings for 1971-72, that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings which service is required by State law to be performed without fees.

An additional \$250 could be added for other free work performed as a courtesy to other City and County departments.

A substantial increase in revenue from fees has been realized for the four months, March through June, because of increase of recording fees from \$2.00 to \$3.00 and for second pages from 80¢ to \$1.00.

Beginning January 1, 1968, the Recorder's Office assumed its new duties of collecting the Real Property Transfer Tax imposed upon transfers of real property in San Francisco by Ordinance No. 315-67. It was estimated that this new tax would mean added revenue of about \$400,000.00 per year. The figures for the past three complete fiscal years have been increased from \$370,079.70 in 1969-70; \$506,984.25 in 1970-71; to \$611,294.00 in 1971-72.

## Documents Filed and Recorded

The following are the principal classifications of the 93,412 documents filed and recorded during 1971-72. For comparative purposes, the list for the preceding fiscal year is included:

	<u>1970-71</u>	<u>1971-72</u>
Affidavits of death	1,375	1,333
Agreements	479	471
Decrees	931	954
Deeds	11,940	14,087
Deeds of Trust & Mortgages	11,917	14,513
Abstracts of Judgments	2,542	3,214
Miscellaneous	30,628	34,451
Military Discharges	314	234
Uniform Comm. Code Filings	7,192	8,028
Notices of Default	1,068	1,220
Reconveyances	10,406	13,248
Tax Liens - Federal	<u>1,628</u>	<u>1,661</u>
	80,416	93,412



The figures below show recordings of deeds and deeds of trust and mortgages for the past three years:

<u>Fiscal</u>	<u>Deeds</u>	<u>Deeds of Trust &amp; Mortgages</u>
1969-70	9,038	10,342
1970-71	11,940	11,917
1971-72	14,087	14,513

The following table lists the number of marriage certificates recorded in San Francisco since 1969-70:

1969-70	.....7,737
1970-71	.....7,296
1971-72	.....7,099



# DEPARTMENT OF WEIGHTS & MEASURES

## 1971-72 ANNUAL REPORT

The offices of the Sealer of Weights and Measures and the Agricultural Commissioner were combined under Ordinance No. 108-72 to be effective May 3, 1972 by direction of the Chief Administrative Officer of the City and County of San Francisco. This ordinance, in effect, transferred the duties of the Sealer to the Agricultural Commissioner to perform as Sealer-Commissioner.

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

Our primary function is to ascertain the accuracy of commercially used weighing and measuring devices at the retail and wholesale level; the conformity of petroleum products to State specifications and to quantity control to insure that the consumer receives true value of weight or measure in packaging by requiring that all statements of quantity on packaged goods be accurate, easily found and understandable in accordance with fair packing and labeling practices.

Our Staff consists of the Sealer of Weights and Measures, one Senior Inspector, six Inspectors, and one Senior Clerk Typist.

Following is a comparison of various inspection services which this office has provided during the Fiscal Year 1971-72:

### WEIGHING AND MEASURING DEVICES

This function includes the inspection of all commercially used weighing and measuring devices at the retail and the wholesale level, to ascertain their accuracy as required by the California Business & Professions Code.

<u>SCALES</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Railway Track	2	7	2
Monorail	174	130	205
Counter	2,192	1,704	1,848
Spring	2,123	2,027	1,506
Computing	5,508	5,120	4,783
Platform	2,548	2,323	1,603
Prescription	273	205	69
Vehicle	28	79	50
Hopper & Tank	47	77	48
Dormant	548	410	370



WEIGHING AND MEASURING DEVICES (Continued)

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
WEIGHTS	23,647	13,838	9,670
<u>MEASURING DEVICES</u>			
Retail Gas Pumps	5,269	4,680	4,724
Grease (Oil) Meters	174	236	76
Yardage Meters	159	46	46
Wholesale Meters	8	12	7
Taximeters	498	823	488
Liquid Measures	822	831	729
Liquified Gas Meters (LPG)	-	5	5
TOTAL MANHOURS IN DEVICE INSPECTION	9,568	9,937	8,543

QUANTITY CONTROL

This function includes the inspection of packages, containers, or amounts of commodities sold, or in the process of being delivered, in order to determine whether the package, container, or amounts of commodities sold, contain the quantity or amount stated and are properly labeled.

<u>PACKAGE INSPECTION REPORT</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Lots Rejected	105	144	152
Total Lots Inspected	2,352	2,895	1,492
Packages Rejected	9,833	41,780	18,593
Total Packages Acted Upon	291,757	489,089	499,387

PRELIMINARY AUDIT INSPECTIONS

Total Audit Inspections	871	322	257
Packages Accepted	459,779	460,877	403,126
Packages Voluntary Off Sale or Re-pack	2,108	5,877	6,136
Total Packages Acted Upon	461,887	466,754	409,262
TOTAL PACKAGES INSPECTED AND AUDITED	766,000	955,843	908,649



QUANTITY CONTROL (Continued)

<u>GENERAL QUANTITY CONTROL DATA</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Undercover Purchases	5	9	2
Violations	200	219	31
Inspections other than P.I.R.'S or Audits	275	250	319
Off Sale Orders Issued	85	54	111
Complaints Investigated	27	47	66
TOTAL MANHOOURS IN QUANTITY CONTROL	2,566	1,977	1,668

WEIGHMASTER DIVISION

A Weighmaster is a person who weighs, measures, or counts, any commodity and issues a certificate on the basis of the purchase, sale, or charge for service.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Inspections	114	100	97
Investigations	20	24	10
Other Calls	15	16	10
Orders to Conform Issued	26	5	73
TOTAL MANHOOURS IN WEIGHMASTER DIVISION	200	173	146

PETROLEUM DIVISION

This function includes the inspection of equipment used by firms that sell petroleum products used as motor fuel, motor oils, and lubricants. Gasoline pumps are listed under Measuring Devices.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Registration Inspections	0	7	2
Advertising Signs Corrected	0	6	5
Orders to Conform Issued	0	1	1
Other Inspection & Enforcement Action	0	55	30
TOTAL MANHOOURS IN PETROLEUM DIVISION	0	31	53

Prior to 1970-71, this function was performed by the Petroleum Area Supervisor, Bureau of Weights & Measures, California Department of Agriculture. This is a county function that we assumed in 1970.



COUNTY DEPARTMENT OF AGRICULTURE

AGRICULTURAL COMMISSIONER

ANNUAL REPORT

1971 - 1972

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all State laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The general purpose and responsibilities of this department include the following:

To promote and protect the agricultural industry.

To protect and benefit both the grower and the consumer by enforcing the provisions of the Agricultural Code.

Within the authority delegated to us, to promote and protect the health and welfare of our citizens.

In order to provide uniformity of enforcement throughout the various counties of California, many of the functions are performed under the supervision of the California State Director of Agriculture.

The California Agricultural Code, from which this office derives its authority, became effective on August 21, 1933, when all laws pertaining to agriculture were removed from other codes and consolidated into one code.

The origin of the County Department of Agriculture dates back to the year 1881, when the California State Legislature first authorized the appointment of County Boards of Horticultural Commissioners entitled: "An Act to Protect and Promote the Horticultural Interests of the State."

In 1909, the California State Legislature amended the act providing for the elimination of the three-man-board and setting up a single Horticultural Commission.

As the work continued to broaden, the name was changed in 1931 to "Agricultural Commissioner." In 1937, the term "County Department of Agriculture" was designated as the official name of the department with the Agricultural Commissioner in charge.

This department inspects fruits, vegetables, eggs, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed firms, apiaries, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, including "Residential Grid Detection," where one block is thoroughly checked at every 1/2 mile interval. It is a survey specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.



San Francisco County has 2 farms that produce vegetables on approximately 7 acres. It has several grower nurseries that produce potted plants and cut flowers in 505,345 square feet of glasshouses, with a total gross value of \$608,878.

#### Revenue From Two Sources:

Revenue received in 1971-72, consisted of \$3,300.00 from the State to augment the salary of the San Francisco Agricultural Commissioner, \$3,390.00 from export certification fees, \$8,850.00 unclaimed agricultural gas tax, and \$185.00 for 50% of the pesticide licensing fees.

The offices of the Agricultural Commissioner and Sealer of Weights and Measures were combined under Ordinance No. 108-72 to be effective May 3, 1972 by direction of the Chief Administrative Officer of the City and County of San Francisco. This ordinance, in effect, transferred the duties of the Sealer to the Agricultural Commissioner to perform as Sealer-Commissioner.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

#### PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances; are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine:</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Premises	239	241	242
Shipments Inspected	16,538	12,429	17,706
Plants Inspected	13,203,482	12,074,390	16,034,357
Plants Rejected	2,055	8,944	2,632
Total Man Hours	1,437	1,486	1,738½

#### STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements.



STANDARDIZATION - continued

<u>Wholesale Produce Market</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Premises	48	49	48
Premises Inspected	11,205	11,340	11,025
Rejection Tags	645	738	711
Packages Rejected	39,068	50,640	43,609
Packages Inspected	7,188,441	7,903,097	8,184,369

Retail Stores:

Number of Premises	2,143	2,140	2,125
Premises Inspected	1,882	2,263	2,246
Rejection Tags	166	172	221
Packages Rejected	1,986	1,168	1,658
Packages Inspected	210,153	212,311	197,226

Farmers' Market

Number of Premises	43	45	45
Premises Inspected	12,655	11,530	11,295
Rejection Tags	11	2	43
Packages Rejected	182	137	1,354
Packages Inspected	188,011	173,861	194,325

Total Man Hours - All Produce Inspection	5,157	5,029	4,867
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Wholesale Eggs:

Number of Premises	15	15	14
Premises Inspected	493	432	398
Dozens Rejected	144,876	158,311	98,673
Dozens Inspected	635,151	557,092	786,486

Retail Eggs:

Number of Premises	2,135	2,135	2,125
Premises Inspected	2,065	2,546	2,657
Dozens Rejected	63,819	27,919	32,704
Dozens Inspected	518,017	348,466	308,654

Total Man Hours - Wholesale & Retail Egg Inspection	3,159	3,004	2,840
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Honey:

Number of Premises	2,150	2,152	2,145
Premises Inspected	1,846	2,214	2,218
Packages Rejected	140	347	102
Packages Inspected	173,167	181,830	152,679

Total Man Hours - Honey	385½	446	414½
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TOTAL MAN HOURS FOR ALL STAN- DARDIZATION	8,997	8,479	8,121½
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### NURSERY INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Nurseries	175	175	150
Premises Inspected	235	124	152
Total Man Hours	691	438½	430½

### SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Premises	145	146	130
Premises Inspected	137	197	89
Total Man Hours	190	192½	147

### EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries, and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work. The decrease is due to the prolonged shipping strike during 1971.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Certificates Issued	1,513	1,017	933
Packages Inspected	222,265	176,007	108,879

### DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Disposal Orders Issued	1,293	1,370	1,221
Number of Packages	39,605	54,770	27,710



## PEST SURVEYS AND PEST CONTROLS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Agricultural pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under direction of the Agricultural Commissioner.

	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Number of Fruit Fly Traps	32	37	57
Number of Japanese Beetle Traps	20	21	41
Residential Grid Detection Points	260	357	188
Registered Pest Control Operators	18	19	25
Permits Issued for Use of Injurious Herbicides	15	11	12
Permits Issued for Use of Injurious Materials	1	5	10
Total Man Hours	742½	1,412	856½

## RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations activities.

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# SAN FRANCISCO FARMERS' MARKET

## Annual Report

1971-72

The San Francisco Farmers' Market opened on August 12, 1943, during the war time as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue, and was operated by the farmers themselves. The City and County assumed management on August 1, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1972, \$384,664.09 had been repaid to the City. This is \$125,987.04 in excess of the cost of the land and capital improvements at the Market, which amounted to \$258,677.05.

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### SALES PROMOTION:

Sales at the Market are promoted through news releases to newspapers and radio and television stations, and other publicity outlets. In addition, we also mail growers certificates and news information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners.

The Market operates on a five-day week, Tuesday through Saturday, from 7:00 A.M. to 6:00 P.M.



The Farmers' Market celebrated its 28th Anniversary on August 12, 1971, Mayor Joseph Alioto proclaimed the week of August 7th through 14th as "Farmers' Market 28th Anniversary Week."

The breakdown below summarizes the Farmers' Market Capital Expenditures Program as of June 30, 1972. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

CAPITAL EXPENDITURES: (Adjusted to agree with Controller's figures of 1963-1964)

Land . . . . .	\$ 53,032.15	
Improvements . . . . .	<u>255,644.90</u>	
Total . . . . .		\$ 258,677.05

REVENUE AND OPERATING EXPENSES:

Revenues . . . . .	\$ 936,749.81	
Less Operating Expenses	<u>552,085.72</u>	
Total Net Revenue		<u>384,664.09</u>

Excess of Net Revenue over Capital Expenditures . . . . .	\$ 125,987.04
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## RECOMMENDATIONS FOR THE FARMERS' MARKET:

The following projects are necessary for the proper maintenance of the Farmers' Market:

1. The interior of the Administration Building needs painting to maintain the appearance of the office, conference room, supply room and rest rooms. Painting will also prevent deterioration of the walls and woodwork.
2. Post holes and the use of removable posts at each end of the main drive would aid in the safe control of traffic when it is expedient to close the main drive to traffic. These posts would also safely prevent motorists from using the main drive when the market is closed for business.
3. Repair cyclone fence: The cyclone fence which prevents people from entering the Market at other than proper entrances is damaged. The cyclone fence and the fence posts do need repair to keep the Market safe and to efficiently control the entrance and exit of people who use the Market.
4. Wooden partitions between stalls need replacement: Several wooden partitions between stalls are rotting at their base and should be replaced to improve the Market and prevent injury as their present condition is dangerous.
5. Painting of stalls: Wooden partitions between the stalls and all wooden surfaces at the stall spaces need painting.
6. Security when Market is closed: Floodlights on lighting poles at ends of the Market would aid in keeping the Market secure at night. Uniform backing to enclose rear of each stall would aid in preventing pilferage when the Market is closed.



# COMPARISON SUMMARY:

The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30th, 1972:

Fiscal Year	Revenue	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	↓ 16,006.50	↓ 4,101.48	↓ 11,905.02	-	- *
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-49	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-50	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337**
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-57	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-58	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-60	46,850.75	19,863.62	27,267.13	22,128	6,806
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-64	37,541.00	21,863.44	15,677.56	18,367	4,897
1964-65	36,058.00	23,156.33	12,901.67	17,898	4,396
1965-66	35,892.00	24,318.17	11,573.83	17,847	4,085
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668
1967-68	32,008.50	26,273.02	5,735.48	15,781	3,431
1968-69	33,889.00	28,475.61	5,413.39	16,733	3,535
1969-70	37,093.75	30,020.89	7,072.86	18,432	4,006
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345***
1971-72	59,860.75	33,462.44	26,398.31	21,228	4,931
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	\$ 936,749.81	\$ 552,685.72	\$ 384,664.09	475,155	163,957

\* Records are incomplete for this fiscal year.

\*\* Market was closed from February to July due to construction of new stalls.

\*\*\* Increase in revenue due to increase in fees effective July 1, 1970; also increase in number of stalls rented and tonnage received.



## REGISTRAR OF VOTERS

1971 - 1972

The Registrar of Voters has charge of the registration of voters and conducting of elections, through the assistance of the Assistant Registrar and staff aides. He works with other City and County officials and agencies, State and Federal authorities, political parties and other groups on policy matters. A small permanent staff of 22 is supplemented by temporary workers averaging about 123 weekly during registration and mailing periods prior to election. In the month prior to election, and the two weeks following, the crew of temporary voting machine servicemen approximates 40 men. On election day about 4,000 precinct election officials are employed. Temporary workers average about 67 full-time positions if computed on an annual basis-- hence the Registrar's staff, when the 67 full-time equivalents are added to the 22 permanent workers, numbers 89 full-time jobs. Figures are predicated upon a two year cycle; a municipal election in odd years; a primary and general election in even years.

The Registrar and Assistant Registrar work through a small central office group, and control operations through supervisors of the three operating bureaus--election division, recruitment and property contract section, and the voting machine warehouse and operations divisions.

### Registration:

The heavy use of volunteer deputies by political parties, by candidates and by interested groups and the admission of the 18 to 21 year olds to the voting ranks increased San Francisco's registration figures to the highest level attained for a primary election since 1960. The recent U.S. and State Supreme Court decisions reducing residency requirements for voting purposes to 30 days should further increase our potential of eligible voters.

### Elections in 1971-72:

Two elections occurred the past fiscal year; a municipal election on November 2, 1971, and the presidential primary election on June 6, 1972. In the primary election, because of the large number of candidates running for the Board of Education and the Community College District - a total of 68 candidates, and because it was a primary election that immobilized much of the machine, the voting capacity of our old type voting machines was exceeded and the entire ballot required two machines. The number of available polling places was reduced and because of slow voting on election day the Federal Court ordered that polling places remain open until 11:00 PM. This situation would not have occurred if San Francisco had newer type voting machines or another approved voting system.

### Personnel:

The personnel structure and composition of the Registrar of Voters permanent staff is still a problem. The presently pending request for the re-classification of the vacant position of 1403 Election Clerk to the position of 1408 Principal Clerk will balance the lines of command in the three operating divisions of the office.



The advent of the 18 to 21 year old voters and the ability to use 18 to 21 year olds as precinct election officers, eased somewhat the difficulties experienced over the years in the recruitment of election officers. During the past year turnovers due to cancellation of appointments as election officers were further reduced.

#### 5-Year Workload Comparison:

	<u>1967-68</u>	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>
Regular Elections (Number)	4	1	2	1	2
Registration Affidavits(Processed)	142,886	104,719	111,535	172,674	175,591
Sample Ballots Mailed	1,263,564	374,335	661,265	373,000	709,769
Absentee Ballots Requested (Paper)	24,602	13,800	7,202	8,374	15,102
Absentee Vote (Paper)	21,779	13,231	5,604	6,657	13,280
Absentee Vote (Machine)	19,059	5,425	6,180	3,926	10,231
Precincts Used	1,349	1,349	2,400	1,200	1,957
Voting Machines Used	5,897	1,597	3,165	1,601	3,198
Voting Machines Loaned/Leased	270	312	215	180	197
Precinct Vote (Machines)	877,928	288,356	402,359	251,812	491,880
Total Votes Cast	919,546	307,012	414,143	262,398	515,391
Employee Group Elections(Ballots)	29,187	21,526	12,526	36,736	13,060

#### Recommendations:

That a study in depth be initiated to determine what voting system would best serve the interests of San Francisco, and that steps be taken to purchase such a system. Were either new voting machines or another recognized system used in the June Election, the necessity of using two machines for a complete ballot would not have occurred.

That the charter be amended to provide realistic dates for: filing of declaration of candidacies and nomination papers; for the submission of measures to the electorate and for the submission of arguments in favor of or against measures. Such an amendment would allow for earlier mailing of voter material and permit a better utilization of the absentee voter provisions of the law. Such an amendment also would reduce operating costs.



## PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN (1971-1972)

### Public Administrator

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estates of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estate upon which he is entitled to administer."

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state, and federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

### Investigation of Cases

Approximately 40 per cent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 per cent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.



## 5 Year Workload Comparison

	1968-69	1969-70	1970-71	1971-72	1972-73
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates Investigated	1,402	1,420	1,331	1,275	1,350
New Estates Opened	520	556	469	475	475
Final Accounts Filed	370	201	200	125	250
Discharges Filed	339	346	462	331	400
Open Estates					
(End of Year)	2,090	2,300	2,307	2,451	2,500
Permanent Positions	15	16	16	16	16
Revenue from Fees	\$265,484	\$219,713	\$191,759	\$181,500	\$250,000
Operating Expenses	187,144	199,347	217,351	242,700	249,000
Net Revenue	78,340	20,366	(25,592)	61,200	

The Public Administrator's Office has been self-supporting and as a matter of fact has produced a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents' deaths where no estates are ever opened by the Public Administrator.

## Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel, that if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City Treasury.



## 12 Year Comparison - Expenditures and Revenues

<u>Fiscal Year</u>	<u>Actual Expenditures</u>	<u>Actual Revenue</u>	<u>Difference</u>
1960-61	\$129,742	\$203,570	\$73,828
1961-62	138,761	181,652	42,891
1962-63	147,190	230,508	83,318
1963-64	149,160	215,610	66,450
1964-65	154,996	193,442	38,446
1965-66	166,276	192,645	26,369
1966-67	162,120	257,552	95,432
1967-68	166,800	309,723	132,923
1968-69	187,144	265,484	78,340
1969-70	199,347	219,713	20,366
1970-71	217,351	191,759	(25,592)
1971-72	242,700	181,500	(61,200)

### Public Guardian

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid and, after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code or delivered to the



Public Administrator for administration.

The Public Guardian program has been in operation for twelve years. The program is beneficial both to the ward and to the county. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

#### Eases Crowded Hospital Condition

Where possible and when it appears to be in the best interest of the wards, they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

#### Workload Comparison

	1968-69 <u>Actual</u>	1969-70 <u>Actual</u>	1970-71 <u>Actual</u>	1971-72 <u>Actual</u>	1972-73 <u>Estimated</u>
Applications					
Investigated	1,792	1,569	1,403	1,198	1,200
Total Wards as					
of June 30	531	533	499	452	475
New Wards					
during Year	130	111	88	85	85
Guardianships					
Terminated	97	109	120	135	120
Expenditures	\$139,191	\$ 156,905	\$ 160,367	\$ 187,830	\$ 196,000
Benefits to					
County	\$1,800,000	\$2,000,000	\$2,000,000	\$1,714,200	1,800,000
Revenues from					
Fees	\$ 52,581	\$ 88,461	\$ 73,813	\$ 109,200	\$ 100,000

#### Fees

The Welfare and Institutions Code provides that the Public Guardian may be awarded fees by the judge of the Superior Court on the filing of his accounts. The fees for the last fiscal year amounted to \$109,000.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

#### Present and Anticipated Future Requirements

The workload of this office is continually increasing due to four situations: (1) Burial of the indigent dead; (2) investigation and burial arrangements of competent persons who die



outside the County and who are recipients of Welfare benefits; (3) the inability to cover about 18 weeks of vacation time of employees directly involved in preliminary investigations; and (4) the increased responsibility for proper management of real property under the jurisdiction of the Public Administrator-Public Guardian.

The other situation which affects the workload is the increasing practice by the Department of Social Welfare and the County Hospitals of placing competent patients in nursing and convalescent homes in other counties (Alameda, Contra Costa, Napa, Solano, San Mateo, Marin, Sonoma). Since these persons are involuntarily removed, they are residents of San Francisco and the other counties will not assume liability for their burial.

At the joint meetings referred to above, a practical working arrangement has been initiated whereby the other affected departments are supposed to supply the Public Administrator's office with detailed information as to these placements and the history and assets of the patients.

In connection with real property, the occurrence of "breakins", the involvement with code enforcement and complaints from tenants and neighbors has and will continue to consume considerable time.

A changing factor in the operation of the Public Guardian is the type of case. Originally the program assisted people with very few assets. These people due to their general condition were unable to collect the various benefits due to them. The Public Guardian when appointed would collect all available benefits and there by greatly reduce the City and County cost of care. Presently many of our newer cases are persons with assets (including real property). The time devoted to the investigation and to the Guardianship has increased greatly. Further evidence of the changing type of Guardianship is reflected by the substantial increase in fees awarded by the Court.

#### New Procedures and Forms

It is the opinion of the Public Administrator that the increased work load of the office, as pointed out in prior reports, can be offset, short of increased personnel and budget, only by the use of streamlined procedures and forms. He has over the last few years instituted a program to revamp all procedures and all forms in the office. In the past year substantial steps have been taken in this direction. In connection with procedures an Estate Master Control Register has been initiated so that, by reference to it, it may be immediately determined what estates are pending, are being processed at the average time or those estates that have been opened unduly long.



A new personal property control system has been initiated so that there is a better and more complete record of personal property coming into the hands of the Public Administrator. The investigator's report form has been completely revamped and modernized and through the use of codes contains all of the material information on most investigations in one page. All three of these procedures, it should be noted, were also recommended by the Auditor's Reports of 1968 and 1970.

In addition to the above procedures the Rules of the Superior Court require that within about two years all Court forms be on letter size rather than on legal size stationery. This entails considerable revamping of all of the forms in use in the Public Administrator's Office.

There was an additional work load involved but all of the planning for the above procedures and forms has been done outside of regular working hours by "Z" Classification employees. We have also had a Federally funded employee and her services have been largely used in the actual drafting of the new forms and procedures.

Also during the past year the Semi-Annual Report, which must by law be published by the Public Administrator, was streamlined and reduced in form and content. Over the years, this will result in a substantial savings of publication expense.



## TAX COLLECTOR

1971-72

The Office of Tax Collector collected a total of \$356,437,881.00 during fiscal year 1971-72. This compares to a total collection of \$327,853,564.00 for the previous fiscal year.

As demands for local services increases so does the demand for expanded tax collections. This, in turn, puts additional strains on the limited staff and space resources of this office if we are to continue doing the necessary job.

Our real estate collections continue to be the overwhelmingly predominate tax resource with personal property, retail sales and the various Business Taxes also bringing in significant revenue. There also continues to be the desire and need to shift more of the tax burden from ad valorem to other tax bases. Several new taxes have been discussed, including some form of employees payroll tax and value added taxes. Since there are many obstacles to instituting either of these new taxes it should be realized that sound economical reasons dictate that we obtain the maximum dollars from those taxes already in existence in San Francisco. In order to do this, constant analysis of our methods and procedures are needed to insure optimum results.

During the past fiscal year this office has attempted to improve upon our organizational structure. We have made in depth studies of the Delinquent Revenue Division and the License Division. It is our desire to continue these studies so that eventually each division within this office will have been studied. We attempted to make an analysis of the current functioning of each division in order to accurately catalog what the operation is and to improve procedures where necessary. As a logical outgrowth of this approach there is the need, on occasion, to make changes in our deployment of personnel and sometimes make recommendations for changes in procedures in order to better serve the taxpayer.

We have continued negotiations with the Civil Service Commission to bring about some minor classification changes. The progress in this direction continues to be inordinately slow. We are able to report, however, that there are some positive results as we continue down the tedious path of improvement to our staffing pattern.

The space problem of the office of Tax Collector continues to be acute with some hope that additional area will be obtained when the Bureau of Weights and Measures moves from the basement of City Hall. This space will be used primarily for storage and housing seasonal employees during our peak collection season.

There remains the problem of rounding out our staffing so that we might continue to build up an efficient tax collecting system. There are many staffing inequities due primarily to our



having to assume the burden of making operative several new tax ordinances without adequate prior planning and without proper staffing. During the discussion of the enactment of the Gross Receipts Ordinance in 1968 a commitment was made by the Board of Supervisors that the operating budget for this unit would be approximately four percent of the tax revenue. Our operating budget for the Business Taxes Division falls far below this amount. As a result, we are not as efficient as we might be in producing maximum revenue since our audit staff has to remain indoors for much too long performing work that logically should be done by an expanded clerical staff.

We badly need a research section to perform many of the necessary statistical, documentary and editorial tasks needed for the benefit of our staff and the general public. Research should be made into the impact and ramifications of those ordinances that are unique to San Francisco including the Payroll Expense and Parking Taxes. We should orderly document our rulings and procedures and frequently update the various pamphlets and brochures used for taxpayer information.

This office has approached the point where there is the need for a senior legal staff person whose time would be devoted primarily to the Business Taxes. He would be available to give legal interpretation to the implications of the various ordinances within our jurisdiction. He would also be used as a consultant to the audit and investigative staff and would serve as the focal point of communication with legal representatives of taxpayers. This position is needed in addition to the current resources supplied to us by staff from the City Attorney's Office.

We had hoped to institute a microfilming program during the current fiscal year. We had been assured that an adequate program could be instituted within our existing data processing budget. For some unknown reason this project was deleted from our budget even though the dollar amount remained the same. We had intended to use the microfilming program as a space saving device and, if other jurisdictions are any indication, to economize on the cost of processing much of our paper work. Many other jurisdictions in the tax field are incorporating microfilming into their systems. We hope to pursue this objective because of the soundness of this approach to modern management administration.

While continuing to be faced with many problems we are definitely moving ahead in the administration of the several taxes within our jurisdiction. I have seen first hand, and been told by other tax administrators, that we in San Francisco are making progress in many fields. We have even taken a leadership position in our on-line access to real estate information. We have a highly dedicated staff. They are devoted to continually analyzing our problems and striving for the successful improvement to our systems and operations.



## List of Collections

The following is a table of collections for the various divisions for 1971-72, as compared with 1970-71.

	<u>1970-71</u>	<u>1971-72</u>
Real Property Taxes and Sec.		
Personal Property Taxes	\$251,431,307.81	\$255,346,950.19
Unsec. Personal Prop. Taxes	24,410,783.12	26,659,520.44
Uniform Sales & Purchase Tax	23,455,636.97	24,219,103.80
Parking Meters	1,389,159.34	1,437,008.54
Delinquent Revenue	2,251,647.80	2,734,760.21
Licenses	5,303,950.81	5,973,846.85
Business Taxes	19,325,257.68	39,625,593.51
Miscellaneous	285,821.27	441,097.73
	<hr/>	<hr/>
TOTAL	\$327,853,564.80	\$356,437,881.27

### Cashier's Division

During 1971-72 the Cashier's Division of the Tax Collector's Office collected \$356,437,881.27, an all-time high for the eighteenth consecutive year.

Peak periods for tax collection were from March 1 to September 15 for unsecured personal property taxes, and from November 1 to December 31 and March 1 to April 20 for real property taxes. Peak periods for license collections were in January, July and October, Business Taxes were collected January thru June.

### Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 14,300 parking meters in San Francisco. Fourteen Parking Meter Collectors are used in the operation. Nine men in four panel trucks collect the monies and wind the springs of about 4,766 parking meters daily, while five men in the office process the coins. Of the 48,302,538 coins handled during the fiscal year 1971-72, 32,363,664 (67%) were pennies, 9,634,377 (20%) were nickels and 6,304,479 (13%) were dimes. The total weight of the coins processed during the year was 359,655 pounds.

During the fiscal year 1971-72 six hundred and fourteen pounds of mutilated coins, plugs, can rings and foreign coins were processed. Canadian and other foreign coins were redeemed for \$1,203.35.



The total revenue received from Parking Meter Collections for fiscal year 1971-72 is \$1,437,008.54. The increase in weight and revenue is attributed in part to better enforcement of parking meter violations by the Police Department.

Even though there was an increase of approximately \$48,000.00 for the fiscal year, the increase should have been much greater due to the fact that the Department of Electricity who repairs the meter had a constant shortage of between five to seven men most of the year and consequently quite a lot of revenue was lost due to meters not being repaired.

#### Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July 1, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County.

The figure for this year 1971-72 is \$24,219,103.80.

#### Business Taxes Division

The Business Tax Ordinance went into effect on October 1, 1968. Originally, the tax period was on a quarterly basis and the first collection was payable in January, 1969. In March, 1969, the tax period was amended to a semi-annual basis, period ending June 30, 1969, and payment due during the month of July, 1969. In March, 1970, the tax period was amended to an annual basis with the first annual period ending December 31, 1970, and payment due during the months of January and February 1971. Effective September 1, 1970, the Business Tax rates were doubled. For the tax year 1970 two calculations were required to determine the business Tax liability. The period January 1, 1970 through August 31, 1970, was calculated on the old rates, and the period September 1, 1970, through December 31, 1970, was calculated on the new rates. The sum of the two calculations was the Business Tax liability for 1970.

The Board of Supervisors passed a Payroll Expense Tax Ordinance which became effective October 1, 1970. In summary, the Ordinance imposes a tax on persons and associations who, in connection with a business, engage, hire employ or contract with one or more individuals, as commission merchants or



employees, to perform work or render services within the City and County of San Francisco. The amount of tax is one (1%) percent of the payroll expense attributable to the City and County of San Francisco, plus, for associations, one (1%) percent of the total distributions made by the association by way of salary to those having an ownership interest in such association.

No person or association is required to pay both the Payroll Expense Tax and the Business Tax. After calculating the tax due under each ordinance, each person or association is required to pay the higher of the two taxes.

The Board of Supervisors passed the Utility Users Tax Ordinance effective October 1, 1970. The tax is five percent (5%) of the charges made for such services and is paid by the user to the supplier who remits collections monthly.

The Board of Supervisors passed a Parking Tax Ordinance effective October 1, 1970. Originally, the tax was twenty-five percent (25%) of the rent to the occupant of parking space in a parking station. Effective July 1, 1972, the tax was reduced to ten percent (10%). The tax is collected by the operator and remitted quarterly to the City and County.

The Board of Supervisors passed a Stadium Operator Admission Tax Ordinance which became operative November 1, 1970. There was imposed a tax on any operator of athletic contests, exhibition and other special events in an amount equivalent to fifty cents (\$.50) on each admission ticket sold for the right to occupy a seat or space in any stadium with a seating capacity over 5,000 permanent seats within the City and County of San Francisco for each event.

#### COLLECTIONS

	<u>1970</u> - <u>Fiscal 1971</u>	<u>1971</u> - <u>1972</u>
Business Tax	\$ 9,768,903.12	\$ 6,679,197.43
Payroll Tax	2,089,261.61	17,425,122.65
Parking Tax	2,658,875.86	5,580,316.60
Utility Users Tax	4,581,863.09	9,060,093.22
Stadium Operator Admission Tax	226,354.00	880,863.61
	<hr/>	<hr/>
GRAND TOTAL	<u>\$19,325,257.68</u>	<u>\$39,625,593.51</u>



# COLLECTIONS

	Estimated Fiscal Year <u>1972 - 1973</u>	Currently Payable
Business Tax	\$ 4,100,000.00	Annually
Payroll Tax	16,800,000.00	Annually
Parking Tax	2,000,000.00	Quarterly
Utility Users Tax	8,500,000.00	Monthly
Stadium Operator		
Admission Tax	800,000.00	Monthly or within five days of an occasional event.

GRAND TOTAL

\$32,200,000.00

## Real Estate Division

The continued adaptation of EDP to property tax collections and accounting has resulted in the installation in 1970-71 of one printer and two viewers to give improved service to the public. The printer can issue a duplicate bill almost immediately while the viewer enables the information clerks to give instant information concerning every property in San Francisco.

Further adaptation of EDP is anticipated for the 1972-73 tax year which should result in some of the manual operations being converted to electronic procedures. This year we will ask the taxpayer to return only the installment stub with his payment instead of the entire bill as in the past years.

Real estate tax delinquencies in San Francisco continue to be among the lowest of the major counties in the State.

The following table shows delinquencies for 1971-72 compared with 1970-71.

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1972	\$3,100,718.68	\$1,064,066.75
Amount Delinquent June 30, 1971	3,722,481.89	942,476.89
Per Cent Delinquent June 30, 1972	1.20%	3.61%
Per Cent Delinquent June 30, 1971	1.46%	3.57%



There were 2041 parcels Sold to State and 57 Deeded to the State in 1971-72 compared to 3,115 Sold to State and 38 Deeded to the State in the prior fiscal year.

### License Bureau

For the fiscal year 1971-72, the License Bureau showed an increase in gross receipts collected. This was anticipated as the result of increases in license fees for permits issued by the Department of Public Health.

Increases in revenues also were reflected in the Hotel Room Tax due to the raising of the 5% tax to 5-1/2% which became effective January 1, 1972.

It should be noted that the number of accounts had declined. This can be attributed to the decrease in the number of dog licenses issued. The reason was that the S.P.C.A. did not have field people canvassing various areas of San Francisco due to lack of funds and consequently this did affect the overall total number of accounts.

	<u>1970-71</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1971-72</u>
	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
General Business	30,819	\$ 720,695.49	27,214	\$ 705,602.35
Vehicles	374	42,884.80	1,434	42,877.00
Bicycles	3,176	1,588.00	5,620	2,810.00
Inspection Fees	2,307	92,590.55	2,417	129,727.59
Miscellaneous	4,531	13,518.90	3,893	20,689.90
Dogs	26,990	107,960.00	24,696	123,480.00
Duplicate Dogs	363	181.50	275	137.50
Curb Painting	12	1,860.00	16	1,764.50
Pub. Eat. Place	3,466	270,443.79	3,326	271,481.52
Taxicab Permits	206	36,750.00	662	218,625.00
Taxicab Transfers	12	12,000.00	11	11,000.00
Limousine Permits	1	5,000.00	2	10,000.00
Limousine Transfers	13	8,500.00	5	3,750.00
<hr/>				
TOTAL (Excluding Hotel Tax)	72,280	\$1,313,973.03	69,571	\$1,541,945.36
Hotel Room Tax	<u>1,587</u>	<u>3,989,977.78</u>	<u>1,375</u>	<u>4,431,950.48</u>
GRAND TOTAL License Bureau	73,867	\$5,303,950.81	70,946	\$5,973,895.84



### Hotel Room Tax Unit

Although a separate budget item, the Hotel Room Tax, as shown above, is collected by the License Bureau.

Each quarterly amount represents the tax collected by the hotels between the dates specifies.

A comparison of collections by quarters follows:

	<u>1970-71</u>	<u>1971-72</u>
July 1-September 30	\$ 998,911.88	\$1,061,243.45
October 1-December 31	1,234,220.36	1,347,357.03
January 1-March 31	827,268.99	1,053,281.04
April 1-June 30	<u>929,576.55</u>	<u>970,051.37</u>
TOTAL	\$3,989,977.78	\$4,431,932.89

### Delinquent Revenue Division

A total of 4,894 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County Departments during 1971-72.

As part of the reform program more personal property bills are being placed each year on the secured roll resulting in a drop of the unsecured bills transferred to the Tax Collector.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1971-72 showing a comparison with 1970-71.

	<u>1970-71</u>	<u>1971-72</u>
No. Unsec. Prop. Tax Bills	37,145	37,608
Collections, Non-Del. Unsec. Prop. Taxes	\$23,915,765.99	\$26,607,082.76
Collections, Del. Unsec. Prop. Taxes	\$ 2,525,750.19	\$ 2,181,422.23
No. Pub. Health Dept. Del. Accts.	37,722	1,851
Collections, Pub. Health Dept.	\$ 244,460.74	\$ 253,595.57



	1970-71	1971-72
No. Pub. Library Del. Accts.	3,808	2,261
Collections, Public Library	\$ 10,421.30	\$ 6,242.40
New Sonoma Home Accts.	16	3
Collections, Sonoma Home	\$ 78,876.10	\$ 45,072.24
No. Other City & Co. Dept. Del. Accts.	591	779
Collections, Other Depts.	\$ 66,527.57	\$ 80,860.67
No. Int., Fees, Court Costs Accts	146	109
Collections, Int., Fees, Court Cost	\$ 1,701.35	\$ 391.95
Total No. Accounts Received	79,428	42,502
Total Collections Del. Accts.	\$ 2,927,737.25	\$ 2,567,193.11
Total Collections, Unsec. Prop.		
Tax Bills and Del. Accts.	\$26,843,503.24	\$29,174,275.87

As part of collection enforcement procedures, 409 Court actions were instituted in 1971-72. Of this total, 248 were filed in Small Claims Court, 148 in the Municipal Court and 13 in the Superior Court.

### Investigation Division

The Investigation Division operates in a staff capacity servicing delinquent accounts of the Division of Delinquent Revenue, Business Tax Division and the Licensing Division.

Its main function is to make field investigations in connection with the collection of delinquent accounts and to bring about compliance to those ordinances covering the regulation of Licensing and Business Taxes.

For the 1971-72 fiscal year, 15,037 accounts were carried over from the previous year plus 7,350 accounts transferred during the year. Of these 22,387 accounts, 8,210 closed out during the year, leaving 14,177 on hand as of June 30, 1972.



73 1972-73

Annual Report

DIRECTOR OF  
FINANCE AND RECORDS



INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market



# CITY AND COUNTY OF SAN FRANCISCO

## DEPARTMENT OF FINANCE AND RECORDS

OFFICE OF  
DIRECTOR OF FINANCE  
AND RECORDS

170 CITY HALL  
SAN FRANCISCO, CALIF. 94102  
558-4823

September 5, 1973

Subject: 1972-73 Annual  
Report

Honorable Thomas J. Mellon  
Chief Administrative Officer  
City and County of San Francisco

Dear Mr. Mellon:

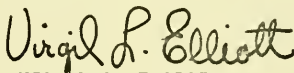
Herewith is submitted our annual report for the fiscal year ended June 30, 1973, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor. Each separate report was prepared by the office head concerned.

The 1973 Revenue and Taxation report is now in its second printing, the initial supply of 100 being exhausted. It is hoped that in the next budget funds can be appropriated to have this report printed by the Purchaser's Reproduction Bureau.

Very truly yours,



VIRGIL L. ELLIOTT  
Director of Finance and Records



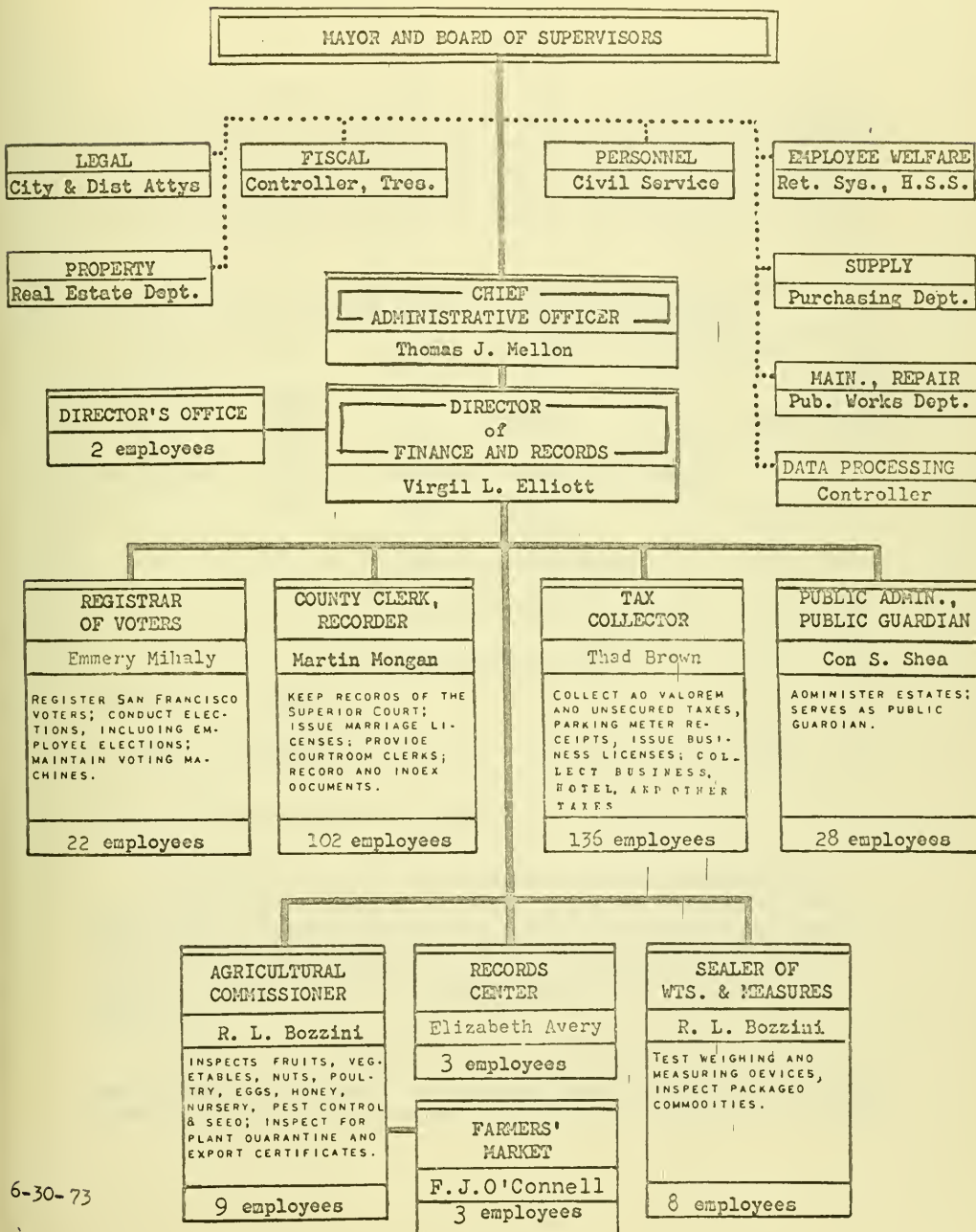
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# ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

City and County of San Francisco, California





RECORDS CENTER

1972-73

The Records Center was established by ordinance of the Board of Supervisors in 1951 to store, manage and safeguard the City's records, and to act as a service agency to City departments, without cost to the departments. It is operated by the Superintendent of Records and two general clerks, the same number of employees with which the Center started, although the records stored and the services provided have increased yearly. Toward the end of the fiscal year the former Superintendent was promoted and we have a new Superintendent.

The Records Center is now operating at near capacity. Statistics regarding records in storage and references thereto for Fiscal Year 1972-73 follow:

<u>Records in Storage</u>		<u>References to Stored Records</u>		
<u>Paper Records and Bound Volumes</u>	<u>Cubic Feet</u>	<u>Type</u>	<u>Number</u>	<u>% Per Cu. Ft. of Storage</u>
144 Townsend	32,774	Retrieving records from storage for:		
		Visitors' perusal	1,327	4
		Information over telephone	1,194	3
		Delivery to and from City Hall	11,184	33
		Interfiling loose documents	14,129	40
2650 Geary	<u>1,537</u>		<u>0</u>	<u>0</u>
Totals	34,311		27,834	80
Microfilm at Twin Peaks Tunnel -- 7,472 rolls			34	--

The accepted standard ratio of references to cubic feet of stored material in a records center is no more than one to four. The San Francisco City and County Records Center's ratio is four to five. However, this extreme activity is primarily attributed to the necessity of the County Clerk to store overflow records with us because of lack of space in the County Clerk's office. References this fiscal year to the County Clerk's records alone amounted to 22,508, representing 80% of our total references for all departments.

We are transferring records stored in temporary quarters at Geary Street to the Records Center as we are able to weed out and dispose of old, useless records. We have not been as successful as desired in persuading departments to allow us to destroy records



S.F. RECORDS CENTER; RECORDS RECEIVED, DESTROYED; ALSO  
REFERENCES TO STORED RECORDS AND COST DATA; 1952-53 TO 1972-73

Fiscal Year	PAPER RECORDS - CU. FT.			Micro- Film			Cost Per Cu. Ft.
	Rec'd at Center	Withdrawn And De- stroyed	In Storage June 30	100' Reels In Storage June 30	Total References, Interfiles	Total Expend- itures	
52-53						\$22,290	-
53-54	8,911	0	8,911			17,569	\$1.97
54-55	2,140	0	11,051			24,668	2.23
55-56	3,896	200	14,747			14,387	.98
56-57	3,530	1,993	16,284		6,801	14,935	.92
57-58	2,002	182	18,104			15,858	.88
58-59	2,165	0	20,269	674	5,992	17,147	.85
59-60	1,740	0	22,009	817	6,355	17,032	.77
60-61	1,474	36	23,447	1,128	16,285	19,133	.82
61-62	2,608	1,226	24,961	1,533	11,988	25,129	1.03
62-63	3,397	549	27,719	2,045	13,216	21,077	.76
63-64	4,799	832	31,686	2,628	21,981	33,523	1.06
64-65	1,319	677	32,266	3,580	28,218	32,232	1.02
65-66	5,224	2,173	35,317	4,170	27,222	34,067	.96
66-67	3,217	0	37,755	5,428	23,024	32,522	.86
67-68	2,060	1,595	38,220	5,916	21,342	31,262	.82
68-69	1,774	3,370	36,424	6,150	22,227	47,088	1.29
69-70	3,139	281	39,282	6,346	24,907	39,013	.99
70-71	3,066	5,378	36,970	6,442	22,663	40,553	1.10
71-72	2,553	1,056	34,707	7,551	27,620	43,547	1.25
72-73	1,507	1,993	34,311	7,472	27,868	45,798	1.33

which are no longer required or referred to. However, this fiscal year we have destructed 1993 cubic feet of records, 486 more than the 1507 cubic feet we received.

We are negotiating to move the microfilm to underground storage facilities at a safe distance from the City in order to further protect essential records in case of a major disaster.

Currently, we are moving records containers within the Center to consolidate records which are active into more accessible locations, eventually resulting in reduced manhours in retrieving and filing papers.

It is our hope that during the ensuing fiscal year we can work more closely with the various departments on a mutually cooperative basis in order to increase our service to the departments and to receive their cooperation in allowing us to dispose of old, useless records, thereby making space available for the ever-increasing volume of records ready for storage.

The following page shows a records breakdown by departments.



RECORDS IN STORAGE AS OF JUNE 30, 1973

	MICROFILM (100' REELS)	PAPER RECORDS (CUBIC FEET)	1972-73 REFERENCES
ASSESSOR	39	287	17
BOARD OF PERMIT APPEALS		58	4
BOARD OF SUPERVISORS	76	706	59
ASSESSMENT APPEALS BOARD		83	16
CALIF. PALACE LEGION OF HONOR	1		
CHIEF ADMINISTRATIVE OFFICER		8	
CITY ATTORNEY		934	47
CITY PLANNING	43	222	147
CIVIL SERVICE	8	1,404	190
CONTROLLER	18	3,485	23
DEYOUNG MUSEUM	1		
DISTRICT ATTORNEY		26	
ELECTRICITY	4		
FAIR EMPLOYMENT		4	
FINANCE AND RECORDS:			
COUNTY CLERK (SUPERIOR COURT)	56	12,297	22,508
RECORDER	4,266	237	
REGISTRAR OF VOTERS		14	
PUBLIC ADMINISTRATOR		496	22
TAX COLLECTOR	8	349	231
WEIGHTS AND MEASURES		4	
LAW LIBRARY	6		
MAYOR		12	
MUNICIPAL COURT	55	3,832	3,059
PUBLIC DEFENDER		109	17
PUBLIC HEALTH:			
CHILCO PSYCHIATRIC CLINIC		219	
CITY CLINIC		359	751
CRIPPLED CHILDREN'S SERVICES		100	122
LAGUNA HONDA		379	22
OTHER HEALTH SERVICES	15	391	4
S.F. GENERAL HOSPITAL		3,122	138
PUBLIC UTILITIES:			
AIRPORT	2		
BUR. OF LIGHT, HEAT AND POWER	3		
GENERAL OFFICE		116	
HATCH HATCHY	15	337	8
MUNICIPAL RAILWAY	4		7
UTILITIES ENGINEERING BUREAU	525		2
WATER	74		26
PUBLIC WORKS:			
ARMY STREET OFFICE		409	
BUR. OF ARCHITECTURE		140	29
BUR. OF BLDG. INSP. FACE PROGRAM		46	46
ENGINEERING OFFICE		189	9
MAIN OFFICE	56		
SEWER REPAIR DIVISION		3	
PURCHASING		1,533	30
REAL ESTATE		105	
RECREATION AND PARK	7		
RETIREMENT SYSTEM	9	108	
REPRODUCTION BUREAU		8	
SCHOOLS	2,174		
SHERIFF	4	586	48
SOCIAL SERVICES		1,240	282
SUPERIOR COURT (SEC'y RECORDS)	3		
YOUTH GUIDANCE CENTER		354	4
TOTALS	7,472	34,311	27,868



RECORDS PRESERVATION OFFICER

1972-73

The Administrative Code (Sec. 8.9-8.11) specifies that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

The code names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

The latest such report submitted December 6, 1971, classified 23,867,500 pages of City and County records as essential within the meaning of the code. Of this total, 12,980,600 pages had been safeguarded by a preservation copy, either on microfilm, paper, by dispersal, or in a fireproof office vault.

San Francisco lost most of its vital records in the 1906 earthquake and fire. It took many years and innumerable court actions to reconstruct them. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors ordinances, resolutions and journals; and minutes, maps, engineering drawings, customer records, and various other records in various departments.

Microfilming enables keeping in the department the official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, the saving in space is about 95 per cent. The microfilming expense is borne by the department having custody of the record. The cost to produce a 16 mm microfilm image is approximately one cent per page for letter size paper records and legal size documents.

The three recommended methods for preserving essential records are:

**MICROFILM** -- A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. The original paper copy is destroyed after certain approvals have been obtained.

**DISPERSAL** -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location.

**OFFICE VAULT** -- If a fireproof office vault is available, this should provide reasonable security for essential records.

The Records Preservation Officer assists in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels. Our "Inventory of Records Designated as Essential" follows on the next two pages.



1972-73

The Registrar of Voters has charge of the registration of voters and conducting of elections, through the assistance of the Assistant Registrar and staff aides. He works with other City and County officials and agencies, State and Federal authorities, political parties and other groups on policy matters. A small permanent staff of 22 is supplemented by temporary workers averaging about 123 weekly during registration and mailing periods prior to election. In the month prior to election, and the two weeks following, the crew of temporary voting machine servicemen approximates 40 men. On election day about 4,000 precinct election officials are employed. Temporary workers average about 67 full-time positions if computed on an annual basis— hence the Registrar's staff, when the 67 full-time equivalents are added to the 22 permanent workers, numbers 89 full-time jobs. Figures are predicated upon a two year cycle; a municipal election in odd years; a primary and general election in even years.

The Registrar and Assistant Registrar work through a small central office group, and control operations through supervisors of the three operating bureaus—election division, recruitment and property contract section, and the voting machine warehouse and operations divisions.

The advent of the 18 to 21 year old voters and the ability to use 18 to 21 year olds as precinct election officers, eased somewhat the difficulties experienced over the years in the recruitment of election officers. During the past year turnovers due to cancellation of appointments as election officers were further reduced.

The heavy use of volunteer deputies by political parties, by candidates and by interested groups and the admission of the 18 to 21 year olds to the voting ranks increased San Francisco's registration figure to 426,338, or 14 per cent more than the most recent comparable one-election year (1968-69). The total votes cast in recent elections also has been on the increase.

#### 5-Year Workload Comparison:

	<u>1968-69</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Regular Elections (Number)	1	2	1	2	1
Registration Affidavits(Processed)	104,719	111,535	172,674	175,591	114,997
Sample Ballots Mailed	374,335	661,265	373,000	709,769	426,338
Absentee Ballots Requested (Paper)	13,800	7,202	8,374	15,102	22,106
Absentee Vote (Paper)	13,231	5,604	6,657	13,280	20,585
Absentee Vote (Machine)	5,425	6,180	3,926	10,231	6,800
Precincts Used	1,349	2,400	1,200	1,957	912
Voting Machines Used	1,597	3,165	1,601	3,198	1,657
Voting Machines Loaned/Leased	312	215	180	197	241
Precinct Vote (Machines)	288,356	402,359	251,812	491,880	290,332
Total Votes Cast	307,012	414,143	262,398	515,391	317,717
Employee Group Elections(Ballots)	21,526	12,526	36,736	13,060	10,070



COMPARISON, ELECTION COSTS PER VOTER  
AND PER VOTE CAST

<u>Election</u>	<u>Reg. Voters</u>	<u>Votes Cast</u>	<u>Expend- itures</u>	<u>Cost Per Reg. Voter</u>	<u>Cost Per Vote Cast</u>
11-7-67 Municipal (Mayor)	317,175	254,150	274,198	\$ .86	\$ 1.08
6-4-68 St. Prim. (Pres)	348,111	257,825	393,947	1.13	1.53
11-5-68 St. Gen. (Pres)	374,335	306,659	620,727	1.66	2.02
11-4-69 Municipal	324,138	199,200	577,226	1.76	2.86
6-2-70 St. Prim. (Gov)	337,127	214,943	495,911	1.47	2.73
11-3-70 St. Gen. (Gov)	372,032	262,398	681,615	1.83	2.60
11-2-71 Municipal (Mayor)	340,414	258,227	720,000	2.12	2.78
6-6-72 St. Prim. (Pres)	368,357	234,840	660,717	1.80	2.81
11-7-72 St. Gen. (Pres)	426,338	317,717	872,820	2.05	2.75

Although San Francisco pioneered in the use of voting machines, having first used them to replace paper ballots in 1905, it has become evident that the present equipment, most of which was acquired more than 40 years ago, should be replaced.

First Machines Lost in the 1906 Earthquake-Fire

The voting machines that San Francisco first used in 1905 were lost, unfortunately, the next year in the Earthquake-Fire. The City then reverted to use of paper ballots until 1923 when new voting machines were acquired from the Automatic Voting Machine Corporation, the manufacturer of all the equipment that we now use.

The initial purchase of 100 "AVM" machines in July, 1923, was at a cost of \$1,125 per device. The following year 400 more were acquired. By 1930, the voting machine inventory had risen to 1,300, and since 1930 the number has increased by an additional 376.

The large purchases were made through rental-purchase plans, which involved interest costs also. A few purchases involving a relatively small number of machines each time were financed through the annual budget.

Old Machines Have Become Outmoded:

Most of San Francisco's 1,676 voting machines are approaching in age the half century mark. Although they do not have much actual wear and tear in the polls, they do deteriorate and many are damaged while being transported to and from the polling places. Parts for some of the oldest machines are no longer available, and have to be handmade. Also, of those acquired before 1930, all but 100 are in box cases which have to be removed for use in the polls and for programming and maintenance in the warehouse.



RECORDER  
1972-73 Annual Report

The Recorder's Office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

On January 1, 1973 this office changed from indexing all documents by handwritten entries to an EDP system. This new procedure eliminates the two book grantor-grantee system and provides for indexing all parties in alphabetical order in one book. Each morning an index is printed for documents processed the previous day. Daily indices are merged weekly; weekly indices are merged monthly, these in turn are merged quarterly. We are planning to produce our yearly index on microfiche if funds can be made available in time, otherwise the yearly index will be printed and bound in nine volumes.

We will change our daily fee register reconciliation effective July 1, 1973 to a more simple accounting form which has been approved by the Controller. When feasible, we will utilize the new reconciliation format with a fee register to be produced by the EDP process.

<u>Receipts</u>	<u>1971-72</u>	<u>1972-73</u>
Recording fees	\$ 235,626.80	\$ 312,672.00
Special Service fees	16,108.15	16,210.40
Marriage certificate recording fees	17,347.50	39,834.00
Real Property Transfer Tax	<u>611,294.00</u>	<u>709,445.95</u>
	\$ 870,376.45	\$ 1,078,862.35

<u>Expenditures</u>	<u>1971-72</u>	<u>1972-73</u>
Salaries	\$ 203,747.00	\$ 195,064.57
Other	<u>13,902.00</u>	<u>14,940.20</u>
Excess, receipts over expenditures	\$ 652,727.45	\$ 868,857.49

We continue to provide "free" or "official" recordings, that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State or other political subdivision recordings which service is required by State law to be performed without fees. An addition to this "official" list this past year has been for the refuse collection liens brought about by recently enacted legislation.



## Documents Filed and Recorded

The following are the principal classifications of the 95,078 documents filed and recorded during 1972-73. For comparative purposes, the list for the preceding fiscal year is included.

	<u>1971-72</u>	<u>1972-73</u>
Abstracts of Judgments	3,214	2,992
Affidavits of Death	1,333	1,372
Agreements	471	362
Decrees	954	1,263
Deeds	14,087	15,893
Deeds of Trust and Mortgages	14,513	15,898
Military Discharges	234	168
Uniform Comm. Code Filings	8,028	6,363
Notice of Default	1,220	1,125
Reconveyances	13,248	14,364
Tax Liens - Federal	1,661	1,687
Miscellaneous	<u>34,451</u>	<u>32,991</u>
	93,412	95,078



## DEPARTMENT OF WEIGHTS & MEASURES

### 1972 - 73 ANNUAL REPORT

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

Our primary function is to ascertain the accuracy of commercially used weighing and measuring devices at the retail and wholesale level; the conformity of petroleum products to State specifications and to quantity control to insure that the consumer receives true value of weight or measure in packaging by requiring that all statements of quantity on packaged goods be accurate, easily found and understandable in accordance with fair packing and labeling practices.

Our Staff consists of the Sealer of Weights and Measures, one Senior Inspector, six Inspectors, and one Clerk Typist. During the Fiscal Year 1972 - 73, 2 Weights & Measures Inspectors positions were vacant for several months. The Clerk Typist position was vacant for 7 months. This caused a decrease in the amount of work accomplished for Fiscal Year 1972 - 73.

Following is a comparison of various inspection services which this office has provided during the Fiscal Year 1972 - 73.

#### WEIGHING AND MEASURING DEVICES

This function includes the inspection of all commercially used weighing and measuring devices at the retail and the wholesale level, to ascertain their accuracy as required by the California Business & Professions Code.

<u>SCALES</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Railway Track	7	2	-
Monorail	130	205	179
Counter	1,704	1,848	922
Spring	2,027	1,506	1,702
Computing	5,120	4,783	5,042
Platform	2,323	1,603	777
Prescription	205	69	165
Vehicle	79	50	28



QUANTITY CONTROL (continued)

<u>SCALES</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Hopper & Tank	77	48	36
Dormant	410	370	184
WEIGHTS	13,838	9,670	8,373

MEASURING DEVICES

Retail Gas Pumps	4,680	4,724	3,660
Grease (Oil) Meters	236	76	201
Yardage Meters	46	46	89
Wholesale Meters	12	7	7
Taximeters	823	488	346
Liquid Measures	831	729	438
Liquified Gas Meters (LPG)	5	5	1
TOTAL MANHOURS IN DEVICE INSPECTION	9,937	8,543	7,161½

QUANTITY CONTROL

This function includes the inspection of packages, containers, or amounts of commodities sold, or in the process of being delivered, in order to determine whether the package, container, or amounts of commodities sold, contain the quantity or amount stated and are properly labeled.

<u>PACKAGE INSPECTION REPORT</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Lots Rejected	144	152	127
Total Lots Inspected	2,895	1,492	1,959
Packages Rejected	41,780	18,593	15,877
Total Packages Acted Upon	489,089	499,387	241,006

PRELIMINARY AUDIT INSPECTIONS

Total Audit Inspections	322	257	178
Packages Accepted	460,877	403,126	335,619
Packages Voluntary Off Sale or Re-pack	5,877	6,136	3,256
Total Packages Acted Upon	466,754	409,262	338,875
TOTAL PACKAGES INSPECTED AND AUDITED	955,843	908,649	579,881



QUANTITY CONTROL (Continued)

<u>GENERAL QUANTITY CONTROL DATA</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Undercover Purchases	9	2	1
Violations	219	31	264
Inspections other than P.I.R.'S or AUDITS	250	319	213
Off Sale Orders Issued	54	111	95
Complaints Investigated	47	66	59
TOTAL MANHOURS IN QUANTITY CONTROL	1,977	1,668	1,590½

WEIGHMASTER DIVISION

A Weighmaster is a person who weighs, measures, or counts, any commodity and issues a certificate on the basis of the purchase, sale, or charge for service.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Inspections	100	97	77
Investigations	24	10	5
Other Calls	16	10	10
Orders to Conform Issued	5	73	60
TOTAL MANHOURS IN WEIGHMASTER DIVISION	173	146	118

PETROLEUM DIVISION

This function includes the inspection of equipment used by firms that sell petroleum products used as motor fuel, motor oils, and lubricants. Gasoline pumps are listed under Measuring Devices.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Registration Inspections	7	2	2
Advertising Signs Corrected	6	5	92
Orders to Conform Issued	1	1	18
Other Inspection & Enforcement Action	55	30	84
TOTAL MANHOURS IN PETROLEUM DIVISION	31	53	74



ANNUAL REPORT

1972 - 1973

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all State laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The general purpose and responsibilities of this department include the following:

To promote and protect the agricultural industry.

To protect and benefit both the grower and the consumer by enforcing the provisions of the Agricultural Code.

Within the authority delegated to us, to promote and protect the health and welfare of our citizens.

In order to provide uniformity of enforcement throughout the various counties of California, many of the functions are performed under the supervision of the California State Director of Agriculture.

The California Agricultural Code, from which this office derives its authority, became effective on August 21, 1933, when all laws pertaining to agriculture were removed from other codes and consolidated into one code.

The origin of the County Department of Agriculture dates back to the year 1881, when the California State Legislature first authorized the appointment of County Boards of Horticultural Commissioners entitled: "An Act to Protect and Promote the Horticultural Interests of the State."

In 1909, the California State Legislature amended the act providing for the elimination of the three-man-board and setting up a single Horticultural Commission.

As the work continued to broaden, the name was changed in 1931 to "Agricultural Commissioner." In 1937, the term "County Department of Agriculture" was designated as the official name of the department with the Agricultural Commissioner in charge.

This department inspects fruits, vegetables, eggs, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed firms, apiaries, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, including "Residential Grid Detection," where one block is thoroughly checked at every 1/2 mile interval. It is a survey specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.



San Francisco County has growers of potted plants, cut flowers and truck crops with a total gross value of \$646,440.00 produced on 13 field acres and under 505,345 square feet of glass house.

#### Revenue From Two Sources:

Revenue received in 1972-73 from the State, \$3,300.00 to augment the salary of the San Francisco Agricultural Commissioner, \$8,570.00 unclaimed Agricultural gas tax, Shell egg enforcement \$7,967.00, Pesticide assessment and enforcement \$2,751.00. From Export certification fees, \$5,009.44.

The offices of the Agricultural Commissioner and Sealer of Weights and Measures were combined under Ordinance No. 108-72 effective May 3, 1972 by direction of the Chief Administrative Officer of the City and County of San Francisco. This ordinance, in effect, transferred the duties of the Sealer to the Agricultural Commissioner to perform as Sealer-Commissioner.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

#### PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances; are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine:</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Number of Premises	241	242	240
Shipments Inspected	12,429	17,706	12,617
Plants Inspected	12,074,390	16,304,357	14,908,747
Plants Rejected	8,944	2,632	162
Total Man Hours	1,486	1,738	1,805½

#### STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements.



STANDARDIZATION - continued

<u>Wholesale Produce Market</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Number of Premises	49	48	46
Premises Inspected	11,340	11,205	10,385
Rejection Tags	738	711	640
Packages Rejected	50,640	43,609	34,569
Packages Inspected	7,903,097	8,184,369	6,553,297

Retail Stores:

Number of Premises	2,140	2,125	2,098
Premises Inspected	2,263	2,246	2,116
Rejection Tags	172	221	151
Packages Rejected	1,168	1,658	864
Packages Inspected	212,311	197,226	169,191

Farmers' Market

Number of Premises	45	45	45
Premises Inspected	11,530	11,295	11,245
Rejection Tags	2	43	45
Packages Rejected	137	1,354	1,119
Packages Inspected	173,861	194,325	186,264

Total Man Hours - All Produce Inspection	5,029	4,867	5,194
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Wholesale Eggs:

Number of Premises	15	14	9
Premises Inspected	432	398	363
Dozens Rejected	158,311	98,673	73,916
Dozens Inspected	557,092	786,486	709,917

Retail Eggs:

Number of Premises	2,135	2,125	2,105
Premises Inspected	2,546	2,657	2,136
Dozens Rejected	27,919	32,704	16,209
Dozens Inspected	348,466	308,654	285,292

Total Man Hours - Wholesale & Retail Egg Inspection	3,004	2,840	2,884½
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Honey:

Number of Premises	2,152	2,145	2,138
Premises Inspected	2,214	2,218	1,741
Packages Rejected	347	102	1,232
Packages Inspected	181,830	152,679	138,426

Total Man Hours - Honey	446	414½	295½
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TOTAL MAN HOURS FOR ALL STANDARDIZATION	8,479	8,121½	8,374
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### NURSERY INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Number of Nurseries	175	150	133
Premises Inspected	124	152	155
Total Man Hours	438½	430½	262½

### SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Number of Premises	146	130	115
Premises Inspected	197	89	37
Total Man Hours	192½	147	42½

### EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries, and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Certificates Issued	1,017	933	944
Packages Inspected	176,007	108,879	159,325

### DISPOSAL ORDERS ISSUED AT WHOLESALE PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Disposal Orders Issued	1,370	1,221	1,296
Number of Packages	54,770	27,710	26,849



### PEST SURVEYS AND PEST CONTROLS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Agricultural pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under direction of the Agricultural Commissioner

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Number of Fruit Fly Traps	37	57	40
Number of Japanese Beetle Traps	21	41	40
Number of Gypsy Moth Traps	0	0	28
Residential Grid Detection Points	357	188	240
Registered Pest Control Operators	19	25	19
Permits Issued for Use of Restricted Materials	16	22	36
Total Man Hours	1,412	856½	717½

### RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations activities.

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# SAN FRANCISCO FARMERS' MARKET

## Annual Report

1972-73

The San Francisco Farmers' Market opened on August 12, 1943, during the war time as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. The City and County assumed management on August 1, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1973, \$410,535.05 had been repaid to the City. This is \$151,858.00 in excess of the cost of the land and capital improvements at the Market, which amounted to \$258,677.05

# # # # #

### SALES PROMOTION:

Sales at the Market are promoted through news releases to newspapers, radio and television stations, and other publicity outlets. In addition, we also mail growers certificates and news information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners throughout California.

The Market operates on a five-day week, Tuesday through Saturday, from 7:00 a.m. to 6:00 p.m.



The Farmers' Market celebrated its 29TH Anniversary on August 12, 1972, Mayor Joseph Alioto proclaimed the week of August 7th through 12th as "Farmers' Market 29th Anniversary Week."

The breakdown below summarizes the Farmers' Market Capital Expenditures Program as of June 30, 1973. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

CAPITAL EXPENDITURES:

Land . . . . .	\$53,032.15	
Improvements . . . . .	<u>205,644.90</u>	
Total . . . . .		\$ 258,677.05

REVENUE AND OPERATING EXPENSES:

Revenues . . . . .	997,123.56	
Less Operating Expenses	<u>586,588.51</u>	
Total Net Revenue		<u>410,535.05</u>
Excess of Net Revenue over Capital Expenditures . . . . .		\$ 151,858.00



## RECOMMENDATIONS FOR THE FARMERS' MARKET:

The following projects are necessary for the proper maintenance of the Farmers' Market:

1. Asphalt in parking lot is damaged and needs repairs. There is a dangerous hole in the asphalt at the rear of Stalls 22 & 24 that needs immediate repair.
2. There are 5 catch basins in the Market. All need cleaning. One catch basin at rear of Stalls 62 & 64 will not drain off. This immediately floods during rainy weather.
3. The interior of the Administration Building needs painting to maintain the appearance of the office, conference room, supply room and rest rooms. Painting will also prevent deterioration of the walls and woodwork.
4. Post holes and the use of removable posts at each end of the main drive would aid in the safe control of traffic when it is expedient to close the main drive to traffic. These posts would also safely prevent motorists from using the main drive when the Market is closed for business.
5. Repair cyclone fence: The cyclone fence which prevents people from entering the Market at other than proper entrances is damaged. The cyclone fence and the fence posts do need repair to keep the Market safe and to efficiently control the entrance and exit of people who use the Market.
6. Wooden partitions between stalls need replacement: Several wooden partitions between stalls are rotting at their base and should be replaced to improve the Market and prevent injury as their present condition is dangerous.
7. Painting of Stalls: Wooden partitions between the stalls and all wooden surfaces at the stall spaces need painting.
8. Security when Market is closed: Floodlights on lighting poles at ends of the Market would aid in keeping the Market secure at night. Uniform backing to enclose rear of each stall would aid in preventing pilferage when the Market is closed.



# COMPARISON SUMMARY:

The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30th, 1973:

Fiscal Year	Revenue	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	\$ 16,006.50	\$ 4,101.48	11,905.02	-	- *
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-49	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-50	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337**
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-57	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-58	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-60	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-64	37,541.00	21,863.44	15,677.56	18,367	4,897
1964-65	36,058.00	23,156.33	12,901.67	17,898	4,396
1965-66	35,892.00	24,318.17	11,573.83	17,847	4,085
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668
1967-68	32,008.50	26,273.02	5,735.48	15,781	3,431
1968-69	33,889.00	28,475.61	5,413.39	16,733	3,535
1969-70	37,093.75	30,020.89	7,072.86	18,432	4,006
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345***
1971-72	59,860.75	33,462.44	26,398.31	21,228	4,931
1972-73	60,373.75	34,502.79	25,870.96	21,398	4,656
<hr/>					
	\$ 997,123.56	\$ 586,588.51	\$ 410,535.05	496,553	168,613

\* Records are incomplete for this fiscal year.

\*\* Market was closed from February to July due to construction of new stalls.

\*\*\* Increase in revenue due to increase in fees effective July 1, 1970; also increase in number of stalls rented and tonnage received.



## PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN (1972-1973)

### Public Administrator

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estates of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estate upon which he is entitled to administer."

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state, and federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

### Investigation of Cases

Approximately 40 per cent of the cases investigated are administered by the Public Administrator's Office. The remaining 60 per cent either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.



## 5 Year Workload Comparison

	<u>1969-70</u> <u>Actual</u>	<u>1970-71</u> <u>Actual</u>	<u>1971-72</u> <u>Actual</u>	<u>1972-73</u> <u>Actual</u>	<u>1973-74</u> <u>Estimated</u>
Estates Investigated	1,420	1,331	1,275	1,281	1,300
New Estates Opened	556	469	475	458	475
Final Accounts Filed	201	200	125	186	250
Discharges Filed	346	462	331	283	300
Open Estates					
(End of Year)	2,300	2,307	2,451	2,626	2,700
Permanent Positions	16	16	16	16	16
Revenue from Fees	\$219,713	\$191,759	\$181,500	\$294,508	\$250,000
Operating Expenses	199,347	217,351	242,700	237,506	261,300
Net Revenue	20,366	(25,592)	(61,200)	57,002	(11,300)

The Public Administrator's Office has been self-supporting and as a matter of fact has produced a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents' deaths where no estates are ever opened by the Public Administrator.

## Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel, that if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City Treasury.



## 12 Year Comparison - Expenditures and Revenues

<u>Fiscal Year</u>	<u>Actual Expenditures</u>	<u>Actual Revenue</u>	<u>Difference</u>
1961-62	\$138,761	\$181,652	\$ 42,891
1962-63	147,190	230,508	83,318
1963-64	149,160	215,610	66,450
1964-65	154,996	193,442	38,446
1965-66	166,276	192,645	26,369
1966-67	162,120	257,552	95,432
1967-68	166,800	309,723	132,923
1968-69	187,144	265,484	78,340
1969-70	199,347	219,713	20,366
1970-71	217,351	191,759	(25,592)
1971-72	242,700	181,500	(61,200)
1972-73	237,506	294,508	57,002

### Public Guardian

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid and, after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered



to the heirs at law under Section 630 of the Probate Code or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for thirteen years. The program is beneficial both to the ward and to the county. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

#### Eases Crowded Hospital Condition

Where possible and when it appears to be in the best interest of the wards, they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.

#### Workload Comparison

	1969-70 <u>Actual</u>	1970-71 <u>Actual</u>	1971-72 <u>Actual</u>	1972-73 <u>Actual</u>	1973-74 <u>Estimated</u>
Applications					
Investigated	1,569	1,403	1,198	1,377	1,300
Total Wards as					
of June 30	533	499	452	437	450
New Wards					
during Year	111	88	85	74	90
Guardianships					
Terminated	109	120	135	90	80
Expenditures	\$156,905	\$160,367	\$187,830	\$182,297	\$214,265
Benefits to					
County	\$2,000,000	\$2,000,000	\$1,714,200	\$1,715,000	1,800,000
Revenues from					
Fees	\$88,461	\$73,813	\$109,200	\$93,274	\$100,000

#### Fees

The Welfare and Institutions Code provides that the Public Guardian may be awarded fees by the judge of the Superior Court on the filing of his accounts. The fees for the last fiscal year amounted to \$93,300.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

#### Present and Anticipated Future Requirements

The workload of this office is continually increasing due to four situations: (1) Burial of the indigent dead;



(2) investigation and burial arrangements of competent persons who die outside the County and who are recipients of Welfare benefits; (3) the inability to cover about 18 weeks of vacation time of employees directly involved in preliminary investigations; and (4) the increased responsibility for proper management of real property under the jurisdiction of the Public Administrator-Public Guardian.

The other situation which affects the workload is the increasing practice by the Department of Social Welfare and the County Hospitals of placing competent patients in nursing and convalescent homes in other counties (Alameda, Contra Costa, Napa, Solano, San Mateo, Marin, Sonoma). Since these persons are involuntarily removed, they are residents of San Francisco and the other counties will not assume liability for their burial.

At the joint meetings referred to above, a practical working arrangement has been initiated whereby the other affected departments are supposed to supply the Public Administrator's office with detailed information as to these placements and the history and assets of the patients.

In connection with real property, the occurrence of "breakins", the involvement with code enforcement and complaints from tenants and neighbors has and will continue to consume considerable time.

A changing factor in the operation of the Public Guardian is the type of case. Originally the program assisted people with very few assets. These people due to their general condition were unable to collect the various benefits due to them. The Public Guardian when appointed would collect all available benefits and thereby greatly reduce the City and County cost of care. Presently many of our newer cases are persons with assets (including real property). The time devoted to the investigation and to the Guardianship has increased greatly. Further evidence of the changing type of Guardianship is reflected by the substantial increase in fees awarded by the Court.

#### New Procedures and Forms

It is the opinion of the Public Administrator that the increased workload of the office, as pointed out in prior reports, can be offset, short of increased personnel and budget, only by the use of streamlined procedures and forms. He has over the last few years instituted a program to revamp all procedures and all forms in the office. In the past year substantial steps have been taken in this direction. In connection with procedures an Estate Master Control Register has been initiated so that, by reference to it, it may be immediately determined what estates are pending, are being processed at the average time or those estates that have been opened unduly long.



A new personal property control system has been initiated so that there is a better and more complete record of personal property coming into the hands of the Public Administrator. The investigator's report form has been completely revamped and modernized and through the use of codes contains all of the material information on most investigations in one page.

In addition to the above procedures the Rules of the Superior Court require that within about two years all Court forms be on letter size rather than on legal size stationery. This entails considerable revamping of all of the forms in use in the Public Administrator's Office.

There was an additional workload involved but all of the planning for the above procedures and forms has been done outside of regular working hours by "Z" Classification employees.

Also the Semi-Annual Report, which must by law be published by the Public Administrator, has been streamlined and reduced in form and content. Over the years, this will result in a substantial savings of publication expense.

### Personnel

For the past six years there has been an increasing number of cases that we have been unable to process completely. This fact is obvious by checking the statistics shown in the Annual Report. Two factors have caused this problem - 1- A shortage of personnel and 2- illness of supervisory employees who cannot be replaced until their sick leave and vacation benefits are completed. For the past two years we have kept a daily attendance graph which indicates that our clerical staffing has been less than 90% of the budgeted allowance.

Until such time as the Public Administrator-Public Guardian is fully staffed we cannot clear up the backlog nor will we be able to process current cases within a reasonable time. The net result of the present situation is that the fees and commissions which are due when an estate is closed out and which are deposited to the credit of the General Fund are being deferred indefinitely.

I would welcome an audit or a systems personnel review so that the necessary adjustments could be made and that this office can function for the best interests of heirs, creditors and the City and County of San Francisco.



## Tax Collector 1972-73

The total revenues collected by this office for fiscal year 1972-73 were \$374,700,022.93 plus an additional amount of \$659,069.23 that was credited to this office but actually collected by other departments. This compares with the 1971-72 fiscal year collections of \$356,437,881.27.

The Board of Supervisors transferred the Tax Redemption function from the Controller's Office to the Tax Collector as of July 1, 1972. The unit was responsible for \$3,721,537.98 of the total amount collected. Along with the responsibility for administering the Redemption office came two positions that had been formerly assigned to the Controller's Office. Since Tax Redemption had been historically located in this office, there was no need to create additional space. It was simply a matter of taking over the official administration.

In other areas, the alteration program begun over three years ago has continually progressed during the past fiscal year. The Business Taxes Division, the Licensing Division, and the Cashiering Division all have been relocated and made physically operational so that these units can now function without the former hazards created by alteration activity. There are three major projects remaining to be completed, hopefully these will be finalized during the next fiscal year. These are the installation of accoustical ceiling in the central office, the installment of adequate lighting in the front office, and repairing the flooring in a major portion of the central office. Of these three projects, improved lighting, which is presently unfunded, is the most critical one since inadequate lumination creates a potential health problem to the employees.

On the positive side, we have been able to accomplish several reclassifications thereby rounding out our staffing pattern to meet many of our needs. We have also been successful in making our positions in the Business Taxes permanent. This will make the administration of the office more smooth inasmuch as we will no longer have to rely on a large temporary staff. The permanency of these positions also increases the morale of the entire office, especially those people who previously were working against temporary funds. We are now competitive with other offices in our tenured positions and employees will no longer be inclined to bypass this office for a more permanent position elsewhere. To a large extent the credit for making these positions permanent should go to the San Francisco voters who in November, 1972 elected to make the Gross Receipts Tax permanent rather than ending in 1973 as had been required by the original ordinance.



Overall, the several divisions of this office have continued to show increased coordination so that we are now functioning more as a unit. At the same time each division is increasingly assuming the responsibility for resolving its own problems as well as instituting recommendations for needed changes.

### List of Collections

The following is a table of collections for the various divisions for 1972-73, as compared with 1971-72.

	<u>1971-72</u>	<u>1972-73</u>
Real Property Taxes and Sec.		
Personal Property Taxes	\$255,346,950.19	\$263,544,190.97
Unsec. Personal Prop. Taxes	26,659,520.44	30,410,511.69
Uniform Sales & Purchase Tax	24,219,103.80	30,129,219.40
Parking Meters	1,437,008.54	1,498,237.02
Delinquent Revenue	2,734,760.21	1,382,179.69
Licenses	5,973,846.85	6,924,659.52
Business Taxes	39,625,593.51	36,882,977.34
Miscellaneous	441,097.73	302,509.32
Tax Redemption	- - - -	3,721,537.98
TOTAL	<u>\$356,437,881.27</u>	<u>\$374,796,022.93</u>

### Cashier's Division

During 1972-73 the Cashier's Division of the Tax Collector's Office collected \$375,455,092.16, an all-time high for the nineteenth consecutive year.

Peak periods for tax collection were from March 1 to September 15 for unsecured personal property taxes, and from November 1, to December 31 and March 1 to April 20 for real property taxes. Peak periods for license collections were in January, July and October, Business Taxes were collected January through June.

### Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 14,300 parking meters in San Francisco. Fourteen Parking Meter Collectors are used in the operation. Nine men in four panel trucks collect the monies and wind the springs of about 4,766 parking meters daily, while five men in the office process the coins. Of the 49,101,029 coins handled during the fiscal year 1972-73, 32,415,476 (66%) were pennies, 9,907,470 (20%) were nickels and 6,778,083 (14%) were dimes. The total weight of the coins processed during the year was 365,125 pounds.

During the fiscal year 1972-73 seven hundred pounds of mutilated coins, plugs, can rings and foreign coins were processed. Canadian and other foreign coins were redeemed



for \$900.46.

The total revenue received from Parking Meter Collections for fiscal year 1972-73 was \$1,493,237.02. The increase in weight and revenue is attributed in part to better enforcement of parking meter violations by the Police Department. There was an increase in revenue of approximately \$66,000.00. The fiscal year 1972-73 was the third highest revenue year, being surpassed only by 1964-65 and 1965-66, both of which had more collection days.

The Department of Electricity will very shortly commence the replacement of 5,000 meters in downtown San Francisco with the new Rockwell type. These meters will have a maximum rate of 25¢ per hour, or in many cases, per half hour. This will also introduce a new collection technique to our employees. It is projected that during the coming five years, all meters in San Francisco will be replaced by the Rockwell type.

#### Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County. The amount credited to San Francisco for fiscal year 1972-73 was \$30,129,219.40.

Beginning in September, 1972, 1/2 of 1% or \$5,073,611.99 was collected in taxes from the Uniform Sales and Purchase Tax and remitted to the San Francisco Bay Area Rapid Transit District.

#### Business Taxes Division

The Business Tax Ordinance went into effect on October 1, 1968. Originally, the tax period was on a quarterly basis and the first collection was payable in January, 1969. In March, 1969, the tax period was amended to a semi-annual basis, period ending June 30, 1969, and payment due during the month of July, 1969. In March, 1970 the tax period was amended to an annual basis with the first annual period ending December 31, 1970, and payment due during the months of January and February, 1971. Effective September 1, 1970, the Business Tax rates were doubled. For the tax year 1970 two calculations were required to determine the Business Tax liability. The period January 1, 1970 through August 31, 1970, was calculated on the old rates, and the period September 1, 1970, through December 31, 1970, was calculated on the new rates. The sum of the two calculations was the Business Tax liability for 1970.

Effective July 1, 1971, the Business Tax rates were



reduced one half for the tax year 1971, two calculations were required to determine the Business Tax liability. The period January 1, 1971, through June 30, 1971, were calculated on the double rates, and the period July 1, 1971 through December 31, 1971, was calculated on the single rates. The sum of the two calculations was the Business Tax liability for 1971. In the year 1972, one calculation on the single rate was necessary for the Business Tax liability.

The Board of Supervisors passed a Payroll Expense Tax Ordinance which became effective October 1, 1970. In summary, the Ordinance imposes a tax on persons and associations who, in connection with a business, engage, hire, employ or contract with one or more individuals, as commission merchants or employees, to perform work or render services within the City and County of San Francisco. The amount of tax is one (1%) percent of the payroll expense attributable to the City and County of San Francisco, plus, for associations, one (1%) percent of the total distributions made by the association by way of salary to those having an ownership interest in such association.

No person or association is required to pay both the Payroll Expense Tax and the Business Tax. After calculating the tax due under each ordinance, each person or association is required to pay the higher of the two taxes.

The Board of Supervisors passed the Utility Users Tax Ordinance effective October 1, 1970. The tax is five (5%) percent of the charges made for such services and is paid by the user to the supplier who remits collections monthly.

The Board of Supervisors passed a Parking Tax Ordinance effective October 1, 1970. Originally, the tax was twenty-five (25%) percent of the rent to the occupant of the parking space in a parking station. Effective July 1, 1972, the tax was reduced to ten (10%) percent. The tax is collected by the operator and remitted quarterly to the City and County.

The Board of Supervisors passed a Stadium Operator Admission Tax Ordinance which became operative November 1, 1970. There was imposed a tax on any operator of athletic contests, exhibition and other special events in an amount equivalent to fifty cents (\$.50) on each admission ticket sold for the right to occupy a seat or space in any stadium with a seating capacity over 5,000 permanent seats within the City and County of San Francisco for each event.



# COLLECTIONS

## Fiscal Years

	<u>1971-72</u>	<u>1972-73</u>
Business Tax	\$ 6,679,197.43	\$ 3,923,349.19
Payroll Tax	17,425,122.65	20,588,021.36
Parking Tax	5,580,316.60	3,274,640.97
Utility Users Tax	9,060,093.22	8,347,534.40
Stadium Operator		
Admission Tax	<u>880,863.61</u>	<u>749,431.42</u>
GRAND TOTAL	<u>\$39,625,593.51</u>	<u>\$36,882,977.34</u>

## ESTIMATED COLLECTIONS

	<u>Fiscal year</u> <u>1973-74</u>	<u>Currently</u> <u>Payable</u>
Business Tax	\$ 2,300,000.00	Annually
Payroll Tax	19,100,000.00	Annually
Parking Tax	2,400,000.00	Quarterly
Utility Users Tax	8,800,000.00	Monthly
Stadium Operator		
Admission Tax	<u>880,000.00</u>	Monthly or with-
	<u>\$33,480,000.00</u>	in five days of
		an event

## Real Estate Division

Service to the public continues to improve with the adaptation of E.D.P. to the property tax collections and accounting. Now the taxpayer returns only the installment stub with his payment instead of the entire bill. These bills are read by IBM Scanners. It accepts only those bills that are correct and rejects those that are in error such as duplicate payments and erroneous amounts. Rejected bills are returned to the Tax Collector's Office for reconciling. After the errors are found, corrected bills are prepared and returned to E.D.P. for reprocessing.

Our IBM printer and the two viewers are valuable electronic aids. The printer can issue a duplicate bill almost immediately while the viewer enables the information clerks to give instant information concerning every property in San Francisco.

San Francisco's rate of real estate tax delinquencies is among the lowest of the major counties in the State of California.

The following table shows delinquencies for 1972-73 compared with 1971-72.



	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1973	\$ 2,797,578.70	\$ 1,007,068.54
Amount Delinquent June 30, 1972	3,100,718.68	1,064,066.75
Per Cent Delinquent June 30, 1973	1.05%	3.27%
Per Cent Delinquent June 30, 1972	1.20%	3.61%

#### Tax Redemption Unit

The Tax Redemption Unit is a part of the Real Estate Division. The Tax Redemption function was transferred from the Controller's Office to the Tax Collector's Office on July 1, 1972. One of the main functions of the Tax Redemption Unit is to prepare and set up appropriate index records of tax-sold property. These records are kept regularly posted to reflect the immediate status of all items remaining unpaid on the delinquent rolls or abstract lists.

During the fiscal year 1972-73 there were 2015 parcels Sold-to-State and 56 Deeded-to-the-State compared to 2041 Sold-to-State and 57 Deeded-to-the-State in fiscal year 1971-72.

The following table shows delinquencies for 1972-73 compared with 1971-72. Also shown below is the total amount of taxes delinquent for all years.

Amount Delinquent Taxes June 30, 1973	\$ 2,797,578.70
Amount Delinquent Taxes June 30, 1972	3,100,718.68
Amount Delinquent Taxes outstanding for all years	6,959,062.83

#### License Division

For the fiscal year 1972-73, the License Division showed a slight decrease in gross receipts collected. This can be attributed in part to the decrease in the number of dog licenses issued. The reason was that the S.P.C.A. did not have the field personnel to canvass various areas of San Francisco due to lack of funds and consequently this did affect the overall total number of accounts.

The Board of Supervisors enacted an Ordinance to collect a surcharge from various licensees which would be used by the Department of Public Works, Bureau of Central Permits to establish a Building Record Fund. This Ordinance will be in effect for a period of three years.



	1971-72		1972-73	
	Number	Amount	Number	Amount
General Business	27,214	\$ 705,602.35	26,978	\$ 722,032.56
Vehicles	1,434	42,877.00	1,080	38,372.00
Bicycles	5,620	2,810.00	5,966	2,983.00
Inspection Fees	2,417	129,727.59	2,301	122,303.42
Miscellaneous	3,893	20,689.90	4,613	17,710.35
Dogs	24,696	123,480.00	23,694	118,470.00
Duplicate Dogs	275	137.50	394	394.00
Curb Painting	16	1,764.50	5	1,221.25
Pub.Eat. Place	3,326	271,481.52	3,448	296,652.86
Taxicab Permits	662	218,625.00	530	167,975.00
Taxicab Transfers	11	11,000.00	19	23,000.00
Limousine Permits	2	10,000.00	-	- - - -
Limousine Trans.	5	3,750.00	5	3,750.00
Sur Tax	-	- - - -	2,879	13,088.80
TOTAL (Excluding Hotel Tax)	69,571	\$1,514,945.36	71,912	\$1,527,953.24
Hotel Tax	1,375	4,431,950.48	1,560	5,396,706.28
GRAND TOTAL License Division	70,946	\$5,973,895.84	73,472	\$6,924,659.52

#### Hotel Room Tax Unit

Although a separate budget item, the Hotel Room Tax, as shown above, is collected by the License Division.

Each quarterly amount represents the tax collected by the hotels between the dates specified.

Increases in revenues are reflected in the Hotel Room Tax due to the raising of the 5-1/2% tax to 6% which became effective January 1, 1973.

A comparison of collections by quarters follows:

	1971-72	1972-73
July 1-September 30	\$ 1,061,243.45	\$1,218,583.71
October 1-December 31	1,347,357.03	1,561,425.79
January 1-March 31	1,053,281.04	1,263,991.96
April 1-June 30	970,051.37	1,352,704.82
TOTAL	\$ 4,431,932.89	\$5,396,706.28

#### Delinquent Revenue Division

A total of 9,901 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County Departments during 1972-73.

As part of the reform program more personal property bills are being placed each year on the secured



roll resulting in a drop of the unsecured bills transferred to the Tax Collector.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1972-73 showing a comparison with 1971-72.

	1971-72	1972-73
No. Unsec. Prop. Tax Bills	37,608	36,713
Collections, Non-Del. Unsec. Prop. Taxes	\$26,607,082.76	\$30,410,511.69
Collections, Del. Unsec. Prop. Taxes	\$ 2,181,422.23	\$ 759,171.39
No. Pub. Health Dept. Delinquent Accounts Collections, Pub. Health Dept.	1,851	5,269
	\$ 253,595.57	\$ 268,775.99
No. Pub. Library Delinq. Accounts Collections Pub. Library	2,261	810
	\$ 6,242.40	\$ 3,436.90
New Sonoma Home Accts. Collections, Sonoma Hm.	3	0
	\$ 45,072.24	\$ 3,142.85
No. other City & Co. Dept. Delinquent Accts. Collections, Other Depts	779	985
	\$ 80,860.67	\$ 347,948.63
No. Int., Fees, Court Costs Accounts Collections, Int., Fees, Court Costs	109	141
	\$ 391.95	\$ 1,104.67
Total No. Accts. Recd. Total Collections Delinquent Accounts	42,502	46,587
	\$ 2,567,193.11	\$ 620,049.33
Total Collections, Unsec. Prop. Tax Bills and Delinquent Accounts	\$29,174,275.85	\$30,700,611.05

As part of collection enforcement procedures, 182 Court actions were instituted in 1972-73. Of this total 107 were filed in Small Claims Court, 69 in Municipal Court and 6 in the Superior Court.

#### Investigation Division

The Investigation Division operates in a staff capacity servicing delinquent accounts of the Division of Delinquent Revenue, Business Tax Division and the License Division.



Its main function is to make field investigations in connection with the collection of delinquent accounts and to bring about compliance to those ordinances covering the regulation of Licensing and Business Taxes.

During the fiscal year 1972-73 the Investigation Division instituted and filed 372 Small Claims Actions on delinquent Business Tax Accounts. Also, 211 Municipal and Superior Court actions were filed by the Legal Department at the request of the Investigation staff. Additionally, 52 delinquent accounts have been researched and directed to the Legal Department for immediate action.



## ANNUAL REPORT

## COUNTY CLERK

1972 - 73

The County Clerk's office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained; the principal ones are the Corporation index, the Partnerships and Fictitious Names Index, and the index of Notaries Public. Marriage licenses are issued by this department. Branch offices are located at the Hall of Justice, the Youth Guidance Center, and at San Francisco General Hospital.

<u>3 Year Summary Comparison</u>	<u>1970 - 71</u>	<u>1971 - 72</u>	<u>1972 - 73</u>
Superior Court Proceedings			
Civil actions and Petitions	14,527	14,334	14,349
Probate petitions	3,673	3,815	3,724
Criminal actions	3,611	2,755	2,173
Juv.ptns.no. of children	2,775	2,441	2,339
Men. health petitions	808	584	644
Appeals to Superior Court	242	304	397
Marriage licenses issued	7,433	7,268	6,642

Detailed operations of the various divisions of the County Clerk's Office are shown below:

CASHIER'S DIVISION

The revenue from fees collected in 1972 - 73 was \$519,409. A comparative statement of fee revenue follows:

	<u>1970 - 71</u>	<u>1971 - 72</u>	<u>1972 - 73</u>
Probate Department	\$120,189	\$122,471	\$121,568
General Department	289,740	281,985	279,258
Civil Department	79,351	76,795	79,508
Marriage License Dept. *	44,796	43,602	38,713
Professional Registrations	<u>410</u>	<u>454</u>	<u>362</u>
Total Office Fees	\$534,486	\$525,307	\$519,409

\*Marriage License and Professional Registration Fees are now collected by the Recorder's Office.



Fines, Law Library Fees and  
Collections for Other

<u>Departments:</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Juvenile Court Traffic Fines	\$17,538	\$18,227	\$19,173
Crim.Dept.Fines & Forfeitures	48,933	54,301	95,976
Peace Officers Training Fund	16,495	15,290	--
Law Library Fees	127,410	123,575	130,226
Sup.Ct.Reporters Salary Fund	<u>251,838</u>	<u>244,576</u>	<u>248,751</u>
Total Fees and Fines Collected	\$96,700	\$981,278	\$1,013,535
Trust Fund Deposits:			
Civil Ct.Deposits & Jury Fees	\$9,176,499	\$7,286,736	\$3,351,619
Criminal Bail Dep., Cash & Bonds	<u>115,593</u>	<u>61,307</u>	<u>109,768</u>
Total Money Collected	\$9,292,029	\$8,573,897	\$4,474,922

GENERAL DIVISION

New Civil actions filed during the past fiscal year totaled 14,349 compared with 14,334 in 1971-72. A listing of other types of filings follows:

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Civil Actions	14,527	14,334	14,349
Adoptions	310	272	239
Certificates of Incorporation	1,203	1,296	1,229
Cts. of Copartnership & Fix.Names	5,159	3,183	2,520
Official and Notarial Bonds	1,025	1,180	1,495
Oaths of Office	450	524	409

The following is a classification by character of civil actions files:

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Personal Injury Cases			
by Motor Vehicles	3,319	3,199	3,385
Others	1,788	1,693	1,667
Dissolution	4,764	4,734	4,580
Annulment	215	192	182
Separate Maintenance	113	135	111
All Other Actions	<u>4,328</u>	<u>4,381</u>	<u>4,424</u>
Totals	14,527	14,334	14,349



# CIVIL DIVISION

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Disposition of Civil Actions:			
Jdgts. by Jury on Verdict	254	320	399
Jdgts. Misc. after Ct. Hearings	2,044	3,118	3,428
Jdgts. on Default	68	88	78
Dismissals by Parties	3,558	4,150	5,232
Trsf'd. to Other Jurisdictions	243	292	288
Sep.Maint.Jdgts. Grtd.	8	14	25
Annulments of Marriage Grtd.	211	201	206
Interloc.Decrees of Dis. Grtd.	3,616	3,866	3,634
Final Decrees of Dis. Grtd.	3,530	3,781	3,542
Appeals to District and Supreme Courts from Superior Court	286	283	292
Appeals Disposed of:			
Affirmed	56	74	77
Modified	6	2	4
Reversed	42	25	36
Dismissed	183	46	54

# PROBATE DIVISION

New Estate, Guardianship and Conservatorship proceedings totaled 3,724 compared with 3,815 for the previous fiscal year.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Probate Proceedings Filed			
Testate	2,043	2,122	2,037
Intestate	1,039	1,083	1,049
Missing Persons	1	1	3
Guardianship Proceedings Filed			
Minor	221	148	131
Incompetent	183	166	183
Conservator	253	295	321
Letters Issued:			
Testamentary	1,798	1,796	1,834
Administration	752	808	734
Administration with Will Annexed	307	326	278
Special	151	139	150
Guardianship	386	295	419
Conservator	279	325	360

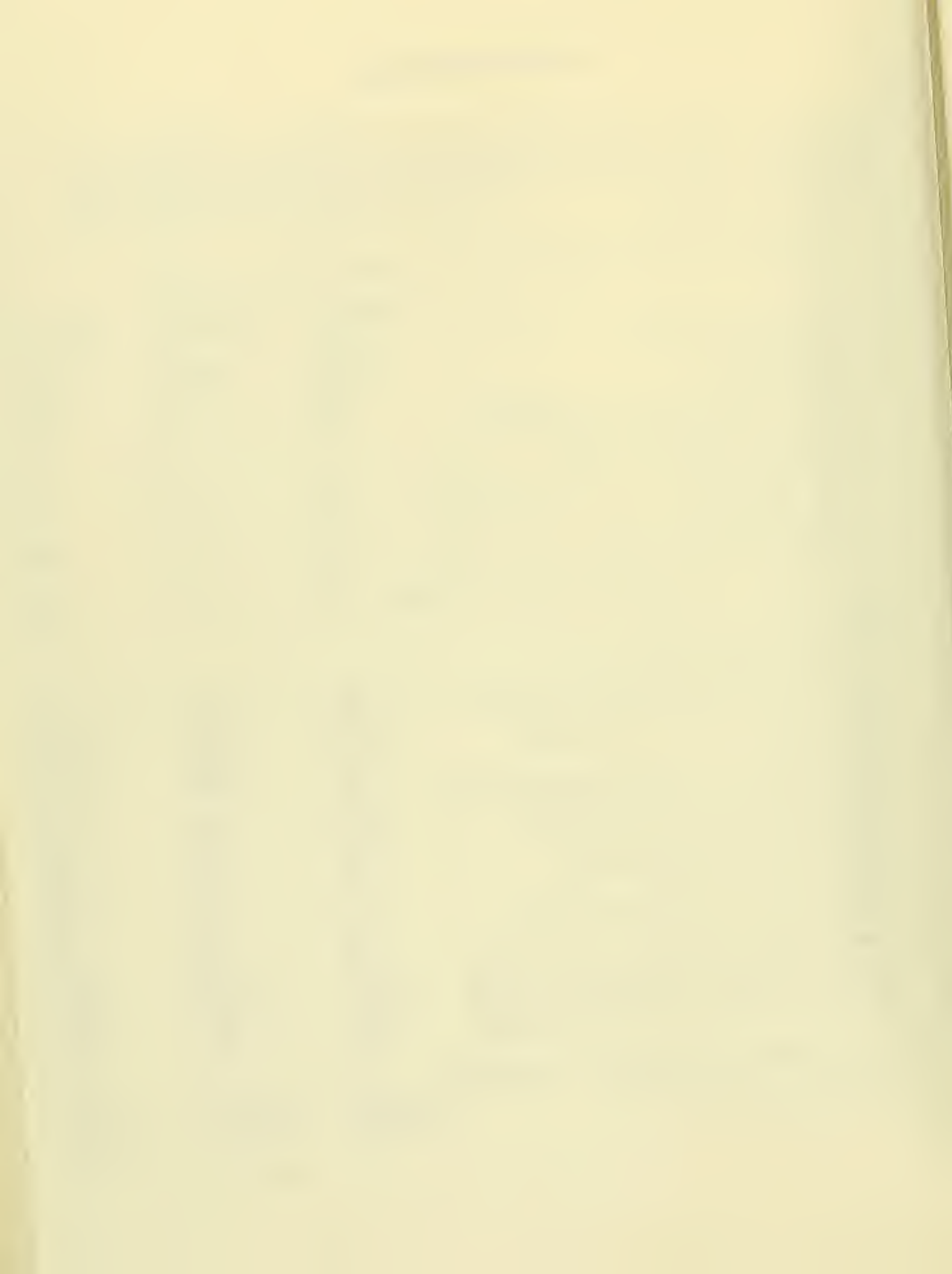


# CRIMINAL DIVISION

Four courts hear criminal matters daily at the Hall of Justice. One is the Master Calendar department and the other three are trial courts. Criminal cases are also sent to the City Hall for trial. Four civil departments have been trying criminal matters.

Statistics below are based on number of defendants:

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
New actions filed	3,611	2,755	2,173
Informations	2,933	2,332	1,821
Indictments	229	78	60
Cert. from Muni.Ct. for Jdgt.	27	63	82
Cert. from Muni.Ct. for Hearing on Sexual Psychopathy	1	14	2
Pets. for Cert. of Rehabilitation	59	47	28
Cert. from Muni. Ct. for Hearing on Present Sanity	273	143	134
Cert. From Muni. Ct. to Determine Narcotic Addiction	28	44	27
Petitions for Writs of Habeas Corpus	61	34	19
Disposition of Cases:			
Convicted after Pleas of Nolo Contendere	13	22	2
Convicted after Pleas of Guilty	2,453	2,433	2,049
Convicted after Court Trials	490	586	508
Convicted after Jury Trials	128	158	160
Dismissed	405	526	464
Transferred to Other Jurisdictions	20	1	2
Acquitted after Court Trials	156	115	217
Acquitted after Jury Trials	40	44	16
Sentenced to County Jail	93	38	23
Sentenced to State Prison	317	362	428
Sentenced by Fines	3	5	17
Committed to Youth Authority	89	64	79
Committed as Sexual Psychopaths	6	13	11
Committed as Insane	237	157	119
Prob.Grtd., Incl. Conditional Prob.	2,117	2,186	1,651
Certs. of Rehabilitation Granted	11	47	28
Committed re: Narcotic Addition	229	271	318
Fines and Bail Forfeitures Collected:			
Fines and Assessments	\$20,730	\$16,021	\$ 3,380
Bail Forfeitures	70,800	63,625	90,575



CRIMINAL DIVISION (Continued)

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Appeals to State Appellate Court			
Pending at Beginning of Year	167	184	203
Filed During the Year	159	149	187
Disposition of Appeals:			
Affirmed	49	84	86
Reversed	9	12	9
Dismissed	46	42	42
Pending	219	189	203
Modified	3	4	4
Coroner's Transcripts Filed	79	27	62

JUVENILE COURT DIVISION

The Juvenile Court meets every week day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco. Statistics follow:

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Petitions Filed:			
Ptns. for Comm. of Dependent Children	453	440	421
Number of Children	664	580	566
Ptns. Filed on Delinquent Children	2,111	1,861	1,773
Number of Children	2,111	1,861	1,773
Hearings by the Court:			
Detention	46	36	58
Special	397	410	608
Abandonments	55	24	38
Number of records sealed	206	194	197
Juvenile Traffic Hearings:			
Moving Violations	5,109	5,337	5,250
Fines Collected	\$17,651	\$18,483	\$19,243



## STATE HOSPITAL COURT DIVISION

The State Hospital Court meets at 2:00 P.M. every week day at San Francisco General Hospital, 2450 Twenty-Second Street. The Court Clerk is in attendance from 8 A.M. to 5 P.M. Monday through Friday.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Alleged Mentally Disordered Persons:			
Filings	802	580	636
Conservators appointed	240	149	137
Post-certified (90 days)	1	2	0
Discharged	561	429	499
Intemperance (No drug petitions):			
Filings	3	4	8
Conservator appointed	2	3	6
Discharged	1	1	2
Mentally Retarded:			
Filings	3	0	0
Committed	3	0	0
Discharged	0	0	0

## APPELLATE DIVISION

Three judges of the San Francisco Superior Court, appointed by the Judicial Council, sit every Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal and Civil, are heard by this division. Appeals from the Small Claims Court are re-tried from the beginning.

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Civil Appeals from Municipal Court Filed During the Year:	40	47	69
Disposition of Appeals:			
Affirmed	30	23	36
Reversed	4	5	15
Dismissed	9	8	18
Rehearings Denied	3	4	9
Under Submission or Pending	0	0	3



APPELLATE DIVISION (Continued)

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Criminal Appeals from Municipal Court Filed During the Year:	113	128	83
Disposition of Appeals:			
Affirmed	23	36	32
Reversed	9	16	14
Dismissed	50	63	22
Pending	0	0	13
Abandoned	3	3	4
Rehearing Denied	0	9	4
Appeals from Small Claims Court:	89	127	245
Disposition of Small Claims Appeals:			
Affirmed	47	77	170
Reversed	17	22	39
Dismissed	4	5	16
Under Submission or Pending	1	0	8
Abandoned	0	3	0

LICENSE DIVISION

	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>
Marriage Licenses Issued	7,433	7,268	6,642
Professional Registrations	205	198	149



74  
1973-74

Annual Report

DIRECTOR OF  
FINANCE AND RECORDS



INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market



# CITY AND COUNTY OF SAN FRANCISCO

## DEPARTMENT OF FINANCE AND RECORDS

OFFICE OF  
DIRECTOR OF FINANCE  
AND RECORDS

170 CITY HALL  
SAN FRANCISCO, CALIF. 94102  
558-4823

September 3, 1974

Subject: 1973-74 Annual  
Report

Honorable Thomas J. Mellon  
Chief Administrative Officer  
City and County of San Francisco

Dear Mr. Mellon:

We are pleased to submit herewith our annual report for the fiscal year ended June 30, 1974, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor. Each separate report was prepared by the office head concerned.

Very truly yours,

*Virgil L. Elliott*

VIRGIL L. ELLIOTT

Director of Finance and Records



# I N D E X

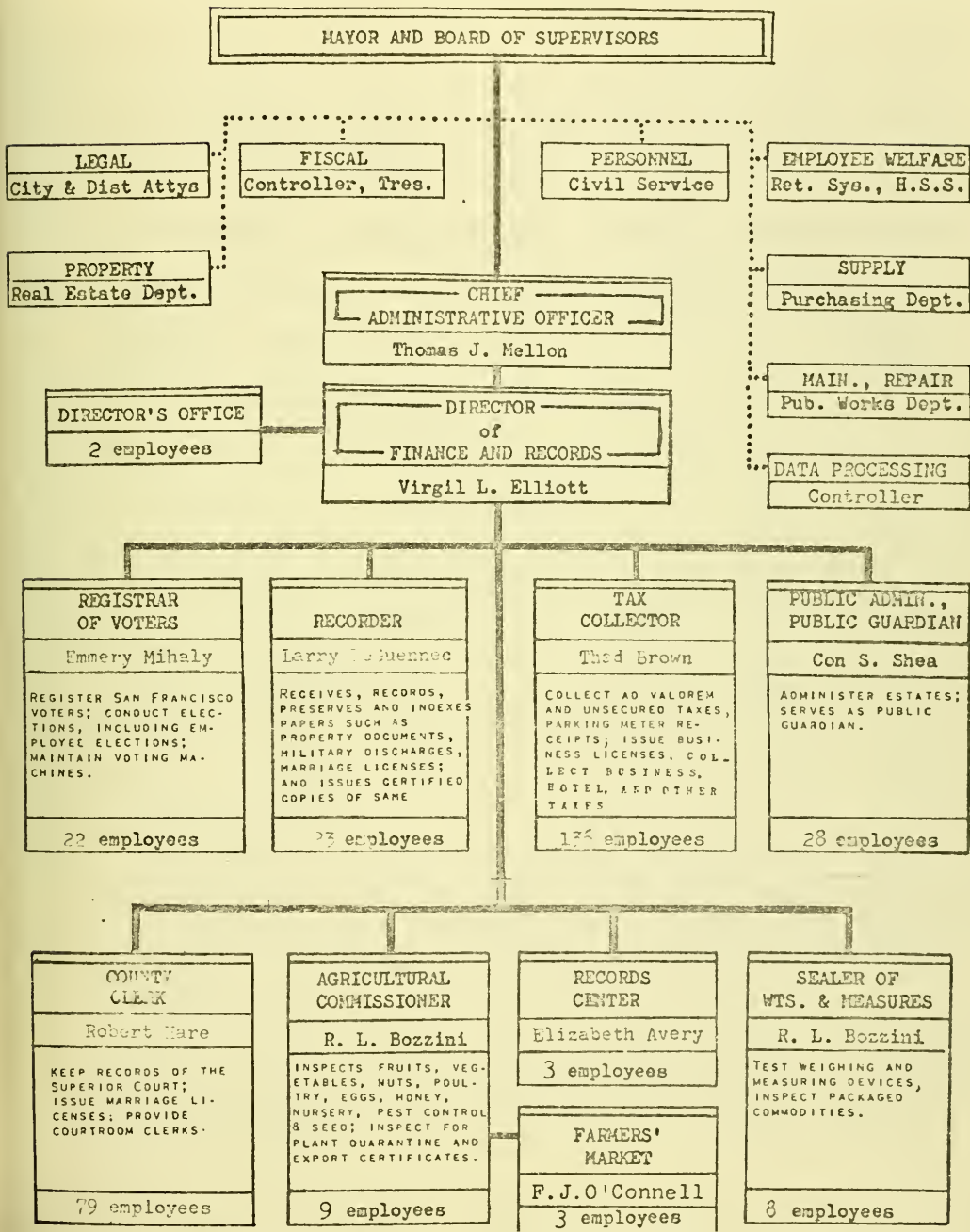
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# ORGANIZATION CHART -- DIRECTOR OF FINANCE AND RECORDS

6-30-74

City and County of San Francisco, California





RECORDS CENTER

1973-74

THE RECORDS CENTER WAS ESTABLISHED BY BOARD OF SUPERVISORS' ORDINANCE NO. 7070 IN 1951 TO STORE, MANAGE AND SAFEGUARD THE CITY'S RECORDS, AND TO ACT AS A SERVICE AGENCY TO CITY DEPARTMENTS, WITHOUT COSTS TO THE DEPARTMENTS. IT IS OPERATED BY THE SUPERINTENDENT OF RECORDS AND TWO GENERAL CLERKS, THE SAME NUMBER OF EMPLOYEES WITH WHICH THE CENTER STARTED, ALTHOUGH THE RECORDS STORED AND THE SERVICES PROVIDED HAVE INCREASED YEARLY.

THE RECORDS CENTER IS NOW OPERATING AT CAPACITY. STATISTICS REGARDING RECORDS IN STORAGE AND REFERENCES THERETO FOR FISCAL YEAR 1973-74 FOLLOW:

<u>RECORDS IN STORAGE</u>		<u>REFERENCES TO STORED RECORDS</u>		
<u>PAPER RECORDS AND BOUND VOLUMES</u>	<u>CUBIC FEET</u>	<u>TYPE</u>	<u>NUMBER</u>	<u>% PER CU. FT. OF STORAGE</u>
144 TOWNSEND	35,332	RETRIEVING RECORDS FROM STORAGE FOR:		
		VISITORS' PERUSAL	1,826	5
		GIVING INFORMATION OVER TELEPHONE	1,729	4.75
		DELIVERY TO AND FROM CITY HALL	12,456	34
		INTERFILING LOOSE DOCUMENTS	12,108	33.25
2650 GEARY	<u>1,058</u>		--	--
TOTALS	36,390		28,119	77
<u>MICROFILM</u>				
ROLLS	8,099		0	0
FLAT NEGATIVES	7,000		0	0

THE ACCEPTED STANDARD RATIO OF REFERENCES TO CUBIC FEET OF STORED MATERIAL IN A RECORDS CENTER IS NO MORE THAN ONE TO FOUR. THE SAN FRANCISCO CITY AND COUNTY RECORDS CENTER'S RATIO IS FOUR TO FIVE. HOWEVER, THIS EXTREME ACTIVITY IS PRIMARILY ATTRIBUTED TO THE NECESSITY OF THE COUNTY CLERK TO STORE OVERFLOW RECORDS WITH US BECAUSE OF LACK OF SPACE IN THE COUNTY CLERK'S OFFICE. REFERENCES THIS FISCAL YEAR TO THE COUNTY CLERK'S RECORDS ALONE AMOUNTED TO 21,531, REPRESENTING 77% OF OUR TOTAL REFERENCES FOR ALL DEPARTMENTS.

WE ARE TRANSFERRING RECORDS STORED IN TEMPORARY QUARTERS AT GEARY STREET TO THE RECORDS CENTER AS WE ARE ABLE TO WEED OUT AND DISPOSE OF OLD, USELESS RECORDS. WE HAVE NOT BEEN AS SUCCESSFUL AS DESIRED IN PERSUADING DEPARTMENTS TO ALLOW US TO DESTROY RECORDS WHICH ARE NO LONGER REQUIRED OR REFERRED TO. THIS FISCAL YEAR WE HAVE DESTROYED 645 CUBIC FEET OF RECORDS, WHILE WE HAVE RECEIVED 1,931 CUBIC FEET.



THIS PAST YEAR WE COMPLETED A PHYSICAL COUNT IN CUBIC FEET OF SHELVED RECORDS. WE FOUND THIS COUNT TO BE HIGHER THAN THE TOTAL DEPARTMENTAL BREAKDOWN COUNT. IN THE ENSUING YEAR WE SHALL TRY TO RECTIFY THE DIFFERENCE, MANPOWER PERMITTING.

WE HAVE BEEN MOVING RECORDS CONTAINERS WITHIN THE CENTER TO CONSOLIDATE RECORDS WHICH ARE ACTIVE INTO MORE ACCESSIBLE LOCATIONS, RESULTING IN REDUCED MANHOURS IN RETRIEVING AND FILING PAPERS.

THE CITY HAS LEASED FOR THE STORAGE OF MICROFILM 110 CUBIC FEET OF STORAGE SPACE IN WESTERN STATES UNDERGROUND STORAGE VAULTS AT ZAYANTE, CALIFORNIA, IN THE SANTA CRUZ MOUNTAINS. WE HAVE PACKED, INDEXED AND SHIPPED 7,029 ROLLS OF MICROFILM THERE FROM OUR VAULT IN THE TWIN PEAKS TUNNEL. WE HAVE COMPLETED INDEXING AND PARTIALLY PACKED FOR SHIPMENT APPROXIMATELY 1,000 MORE ROLLS. SHOULD DISASTER STRIKE THE CITY, OUR RECORDS SHOULD BE PROTECTED IN THIS DISTANT, SAFE UNDERGROUND VAULT, WHICH MEETS ALL REQUIREMENTS AS TO TEMPERATURE, HUMIDITY, AIR PURIFICATION AND CONDITIONING, AND WHERE 24-HOUR SECURITY IS PROVIDED. SHOULD ANY DEPARTMENT REQUIRE A ROLL OF STORED MICROFILM, THE LESSOR WILL MAIL IT; OR, IF IT IS AN EMERGENCY, WE CAN DELIVER THE SAME DAY.

WE HAVE DISTRIBUTED TO ALL DEPARTMENTS OUR REVISED "RECORDS DISPOSITION GUIDE." OTHER CALIFORNIA CITIES HAVE REQUESTED THIS BOOKLET AND HAVE COMMENTED FAVORABLY UPON IT. DEPARTMENT PERSONNEL WILL FIND IT EXTREMELY HELPFUL IN SETTING UP RETENTION PERIODS AND SCHEDULING DESTRUCTION OF RECORDS. THE LATTER IS A "MUST" IF ANY OF US ARE TO KEEP ABREAST OF THE PAPER INNOVATION.

IT IS OUR HOPE THAT DURING THE ENSUING FISCAL YEAR WE CAN WORK MORE CLOSELY WITH THE VARIOUS DEPARTMENTS ON A MUTUALLY COOPERATIVE BASIS IN ORDER TO INCREASE OUR SERVICE TO THE DEPARTMENTS AND TO RECEIVE THEIR COOPERATION IN ALLOWING US TO DISPOSE OF OLD, USELESS RECORDS, THEREBY MAKING SPACE AVAILABLE FOR THE EVER-INCREASING VOLUME OF RECORDS READY FOR STORAGE.

THE FOLLOWING PAGE SHOWS A RECORDS BREAKDOWN BY DEPARTMENTS.



# RECORDS IN STORAGE AS OF JUNE 30, 1974

	<u>MICROFILM</u> <u>(100' REELS)</u>	<u>PAPER RECORDS</u> <u>(CUBIC FEET)</u>	<u>1973-74</u> <u>REFERENCES</u>
ADULT PROBATION DEPARTMENT		833	588
AIRPORT COMMISSION	1.50		
ASSESSOR	38.75	316	4
CALIF. PALACE LEGION OF HONOR	.25		
CHIEF ADMINISTRATIVE OFFICER		8	
CITY ATTORNEY		926	39
CITY PLANNING COMMISSION	52.00	267	260
CIVIL SERVICE COMMISSION	8.00	1,404	202
CONTROLLER	18.00	3,845	89
DEYOUNG MUSEUM	3.75		
DISTRICT ATTORNEY		26	
EDUCATION, BOARD OF	2,595.00		
ELECTRICITY, DEPARTMENT OF	.25		
FAIR EMPLOYMENT		4	
FINANCE AND RECORDS, DEPARTMENT OF:			
COUNTY CLERK	98.00	12,250	21,531
RECORDER	4,434.00	237	4
REGISTRAR OF VOTORS		14	
PUBLIC ADMINISTRATOR		546	58
TAX COLLECTOR	88.75	331	797
WEIGHTS AND MEASURES		4	
LAW LIBRARY	12.00		
MAYOR		12	17
MUNICIPAL COURT	55.00	3,758	2,442
PERMIT APPEALS, BOARD OF		58	4
PUBLIC DEFENDER		12	32
PUBLIC HEALTH, DEPARTMENT OF:			
CHILO PSYCHIATRIC CLINIC		219	8
CITY CLINIC		359	345
CRIPPLED CHILDREN'S SERVICES		111	176
LAGUNA HONDA HOSPITAL		379	27
S. F. GENERAL HOSPITAL		3,122	126
OTHER HEALTH SERVICES	16.00	348	
PUBLIC UTILITIES COMMISSION:			
BUR. OF LIGHT, HEAT AND POWER	2.00		
GENERAL OFFICE		125	
HETCH HETCHY	6.50	306	8
MUNICIPAL RAILWAY	4.50		2
UTILITIES ENGINEERING BUREAU *			
WATER DEPARTMENT	73.50		
PUBLIC WORKS, DEPARTMENT OF:			
ARMY STREET OFFICE		409	87
BUR. OF ARCHITECTURE		140	
BUR. OF BLDG. INSP.	419.00	46	27
ENGINEERING OFFICE	64.75	189	
MAIN OFFICE			
SEWER REPAIR DIVISION	7.00	3	
PURCHASING DEPARTMENT		1,769	714
REPRODUCTION BUREAU		8	
REAL ESTATE DEPARTMENT		105	4
RECREATION AND PARK COMMISSION	6.50		
RETIREMENT SYSTEM BOARD	7.00	108	
SHERIFF	3.75	586	18
SOCIAL SERVICES		1,240	251
SUPERIOR COURT	1.25		
SUPERVISORS, BOARD OF	82.00	741	213
ASSESSMENT APPEALS BOARD		96	46
YOUTH GUIDANCE CENTER		354	

\*7000 FLAT NEGATIVES



## RECORDS PRESERVATION OFFICER

1973-74

The Administrative Code (Sec. 8.9-8.11) specifies that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

The code names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

San Francisco lost most of its vital records in the 1906 earthquake and fire. It took many years and innumerable court actions to reconstruct them. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors' ordinances, resolutions and journals; and minutes, maps, engineering drawings, customer records, and various other records in various departments.

Microfilming enables keeping in the department the official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, the saving in space is about 95 per cent. The microfilming expense is borne by the department having custody of the record. The cost to produce a 16 mm microfilm image is approximately one cent per page for letter size paper records and legal size documents.

The three recommended methods for preserving essential records are:

MICROFILM -- A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. The original paper copy is destroyed after certain approvals have been obtained.

DISPERSAL -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location.

OFFICE VAULT -- If a fireproof office vault is available, this should provide reasonable security for essential records.

The Records Preservation Officer assists in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels.



## REGISTRAR OF VOTERS

1973 - 1974

The Registrar of Voters has charge of the registration of voters and conducting of elections, through the assistance of the Assistant Registrar and staff aides. He works with other City and County officials and agencies, State and Federal authorities, political parties and other groups on policy matters.

A small permanent staff of 22 is supplemented by temporary workers averaging about 123 weekly during registration and mailing periods prior to election. In the month prior to election and the two weeks following, the crew of temporary voting machine servicemen approximates 40 men. On election day, about 4,000 precinct election officials are employed. Temporary workers average about 67 full-time positions if computed on an annual basis -- hence the Registrar's staff, when the 67 full-time equivalents are added to the 22 permanent workers, numbers 89 full-time jobs. Figures are predicated upon a two year cycle; a municipal election in odd years; a primary and general election in even years.

The Registrar of Voters and the Assistant Registrar work through a small central office group and control operations through supervisors of the three operating bureaus -- Election Division, Recruitment and Property Contract Section, and the Voting Machine Warehouse and Operations Division. The Registrar of Voters suffered a serious heart attack during the last week of July 1973 and did not return to work. He retired as of June 30, 1974.

The advent of the 18 to 21 year old voters and the ability to use 18 to 21 year olds as precinct election officers, failed to ease the difficulties experienced over the years in the recruitment of election officers, due to the extremely low wages paid. During the past year, turnovers due to cancellation of appointments as election officers were increased, particularly "last minute cancellations". This situation will continue until adequate salary is provided.

Oddly, this year's primary election of June 1974 failed to maintain a high voter registration and the vote cast in San Francisco was only 198,508. This is 56.6% of the registered electorate. However, this was in excess of the State average of 50%. Present indications are that a heavy registration drive for November 1974 is in the planning stage and requests for instruction classes are now increasing. Therefore, a heavier vote is anticipated.



<u>5-Year Workload Comparison</u>	<u>1969-70</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Regular Elections (Number)	2	1	2	1	2
Registration Aff'd (Proc'd)	111,535	172,674	175,591	114,997	75,551
Sample Ballots Mailed	661,265	373,000	709,769	426,338	687,445
Absentee Ballots Requested (Paper)	7,202	8,374	15,102	22,106	19,960
Absentee Vote (Paper)	5,604	6,657	13,280	20,585	18,119
Absentee Vote (Machine)	6,180	3,926	10,231	6,800	7,419
Precincts Used	2,400	1,200	1,957	912	1,830
Voting Machines Used	3,165	1,601	3,198	1,657	3,215
Voting Machines Loan/Lease	215	180	197	241	76
Precinct Vote (Machines)	402,359	251,812	491,880	290,332	389,346
Total Votes Cast	414,143	262,398	515,391	317,717	400,745
Employee Group Elections (Ballots)	12,526	36,736	13,060	10,070	10,712

COMPARISON, ELECTION COSTS PER VOTER  
AND PER VOTE CAST

	<u>Reg. Voters</u>	<u>Votes Cast</u>	<u>Expenditures</u>	<u>Cost Per Reg. Voter</u>	<u>Cost Per Vote Cast</u>
11-5-68 - State Gen. (Pres)	374,335	306,659	620,707	1.66	2.02
11-4-69 - Municipal	324,128	199,200	577,226	1.76	2.86
6-2-70 - State Primary (Gov.)	337,127	214,943	495,911	1.47	2.78
11-3-70 - State General (Gov)	372,032	262,398	681,615	1.83	2.60
11-2-71 - Municipal (Mayor)	340,414	258,227	720,000	2.12	2.78
6-6-72 - State Primary (Pres)	368,357	234,840	660,717	1.80	2.81
11-7-72 - State General (Pres)	426,338	317,717	872,820	2.05	2.75
11-6-73 - Municipal	337,065	202,237	656,034	1.94	3.24
6-4-74 - State Primary (Gov)	350,380	198,508	581,766	1.66	2.91

Although San Francisco pioneered in the use of voting machines, having first used them to replace paper ballots in 1905, it has become evident that the present equipment, most of which was acquired more than 40 years ago, should be replaced or another system of voting adopted.

Polling places continue to present a problem. Our present rental offer of \$16.00 for full use of the premises on election day and partial use for five other days has put us at a great disadvantage in securing proper quarters.

Our equipment grows older each year and voting machines built in 1924 are proving to be unable to cope with the increasingly larger ballots of this day. The machine presently in use is inflexible and cannot be programmed as well as the more modern machines. In addition, they are so old that we must actually make our own replacement parts. Replacement - if replacement be the answer - must be on a total sale, not partial substitution of new machines for old on a yearly basis as this method will not solve our problem.



## 1973 - 1974 ANNUAL REPORT

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

Our primary function is to ascertain the accuracy of commercially used weighing and measuring devices at the retail and wholesale level; the conformity of petroleum products to State specifications and to quantity control to insure that the consumer receives true value of weight or measure in packaging by requiring that all statements of quantity on packaged goods be accurate, easily found and understandable in accordance with fair packing and labeling practices.

Testing electric submeters is one of the areas we are not covering. We have requested equipment and personnel to perform this function the past several years, but it has always been deleted from the budget. It is estimated that there are over 15,000 of these meters in San Francisco. We have had requests from various firms to perform this service, but are unable to do this testing because of lack of equipment and personnel.

The testing of taximeters with 5th wheel is a very slow process. With over 900 of these meters, we cannot test all of them annually by our present system. We have requested a road simulator in our 1974-75 budget, but it, also, was deleted. The simulator would facilitate this testing program by at least 60%.

Our Staff consists of the Sealer of Weights and Measures, one Senior Inspector, six Inspectors, and one Clerk Typist. During the Fiscal Year 1973-74, two Weights & Measures Inspectors positions were vacant for several months. The Clerk Typist position was vacant for 7 months. This caused a decrease in the amount of work accomplished for Fiscal Year 1973-74.

Following is a comparison of various inspection services provided.

#### WEIGHING AND MEASURING DEVICES

This function includes the inspection of all commercially used weighing and measuring devices at the retail and the wholesale level, to ascertain their accuracy as required by the California Business & Professions Code.

<u>SCALES</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Railway Track	2	-	10
Monorail	205	179	120
Counter	1,848	922	709



<u>SCALES</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Spring	1,506	1,702	402
Computing	4,783	5,042	3,956
Platform	1,603	777	818
Prescription	69	165	206
Vehicle	50	28	125
Hopper & Tank	48	36	29
Dormant	370	184	226
WEIGHTS	9,670	8,373	4,095

#### MEASURING DEVICES

Retail Gas Pumps	4,724	3,660	2,826
Grease (Oil) Meters	76	201	102
Yardage Meters	46	89	29
Wholesale Meters	7	7	-
Taximeters	488	346	575
Liquid Measures	729	438	124
Liquified Gas Meters (LPG)	5	1	-
TOTAL MANHOURS IN DEVICE INSPECTION	8,543	7,161½	7,873

#### QUANTITY CONTROL

This function includes the inspection of packages, containers, or amounts of commodities sold, or in the process of being delivered, in order to determine whether the package, container, or amounts of commodities sold, contain the quantity or amount stated and are properly labeled.

<u>PACKAGE INSPECTION REPORT</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Lots Rejected	152	127	115
Total Lots Inspected	1,492	1,959	1,118
Packages Rejected	18,593	15,877	34,060
Total Packages Acted Upon	499,387	241,006	290,823



QUANTITY CONTROL (continued)

<u>PRELIMINARY AUDIT INSPECTIONS</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Total Audit Inspections	257	178	565
Packages Accepted	403,126	335,619	325,587
Packages Voluntary Off-Sale or Re-pack	6,136	3,256	7,224
Total Packages Acted Upon	409,262	338,875	332,811
TOTAL PACKAGES INSPECTED AND AUDITED	908,649	579,881	573,817
<u>GENERAL QUANTITY CONTROL DATA</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Undercover Purchases	2	1	26
Violations	31	264	72
Inspections Other Than P.I.R.'S or AUDITS	319	213	162
Off-Sale Orders Issued	111	95	93
Complaints Investigated	66	59	47
TOTAL MANHOURS IN QUANTITY CONTROL	1,668	1,590½	1,473

WEIGHMASTER DIVISION

A Weighmaster is a person who weighs, measures, or counts, any commodity and issues a certificate on the basis of the purchase, sale, or charge for service.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Inspections	97	77	90
Investigations	10	5	5
Other Calls	10	10	1
Orders to Conform Issued	73	60	-
TOTAL MANHOURS IN WEIGHMASTER DIVISION	146	118	143½

PETROLEUM DIVISION

This function includes the inspection of equipment used by firms that sell petroleum products used as motor fuel, motor oils, and lubricants. Gasoline pumps are listed under Measuring Devices.



PETROLEUM DIVISION (continued)

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Registration Inspections	2	2	-
Advertising Signs Corrected	5	92	8
Orders to Conform Issued	1	18	31
Other Inspection & Enforcement Action	30	84	84
TOTAL MANHOURS IN PETROLEUM DIVISION	53	74	104



## AGRICULTURAL COMMISSIONER

ANNUAL REPORT

1973 - 1974

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all State laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The general purpose and responsibilities of this department include the following:

To promote and protect the agricultural industry.

To protect and benefit both the grower and the consumer by enforcing the provisions of the Agricultural Code.

Within the authority delegated to us, to promote and protect the health and welfare of our citizens.

In order to provide uniformity of enforcement throughout the various counties of California, many of the functions are performed under the supervision of the California State Director of Agriculture.

The California Agricultural Code, from which this office derives its authority, became effective on August 21, 1933, when all laws pertaining to agriculture were removed from other codes and consolidated into one code.

The origin of the County Department of Agriculture dates back to the year 1881, when the California State Legislature first authorized the appointment of County Boards of Horticultural Commissioners entitled: "In Act to Protect and Promote the Horticultural Interests of the State."

As the work continued to broaden, the name was changed in 1931 to "Agricultural Commissioner." In 1937, the term "County Department of Agriculture" was designated as the official name of the department with the Agricultural Commissioner in charge.

The personnel of the department consists of an Agricultural Commissioner, Deputy Agricultural Commissioner, six Agricultural Inspectors, and a Senior Clerk Stenographer. The Deputy Agricultural Commissioner retired on February 1, 1974 and this position is unfilled at present due to his accumulated sick leave.

We have increased our work load in the area of pesticide use enforcement, including pest control operators, and the use of dangerous and restricted materials.

One Inspector passed away in May, 1973 and another transferred in December, 1973. These two positions were filled in April, 1974.

This department inspects fruits, vegetables, eggs, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed



firms, apiaries, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, including "Residential Grid Detection," where one block is thoroughly checked at every 1/2 mile interval. It is a survey specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.

San Francisco County has growers of potted plants, cut flowers and truck crops with a total gross value of \$640,300.00 produced on 13 field acres and under 428,250 square feet of glass house.

#### Revenue From Two Sources:

Revenue received in 1973-74 from the State, \$3,300.00 to augment the salary of the San Francisco Agricultural Commissioner, \$21,706.91 unclaimed Agricultural gas tax, Shell egg enforcement \$10,282.50, Pesticide assessment and enforcement \$1,004.36. From Export certification fees, \$5,154.82.

The offices of the Agricultural Commissioner and Sealer of Weights and Measures were combined under Ordinance No. 103-72 effective May 3, 1972.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

#### PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit, seed and grain, used agricultural implements and appliances; are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine:</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Number of Premises	242	240	242
Shipments Inspected	17,706	12,617	16,451
Plants Inspected	16,304,357	14,900,747	15,004,456
Plants Rejected	2,632	162	1,446
Total Man Hours	1,738	1,805½	1,589



STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodities moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements.

<u>Wholesale Produce Market</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Number of Premises	48	46	46
Premises Inspected	11,205	10,385	11,160
Rejection Tags	711	640	695
Packages Rejected	43,609	54,569	45,257
Packages Inspected	8,184,369	6,553,297	8,439,130

<u>Retail Stores</u>			
Number of Premises	2,125	2,098	2,095
Premises Inspected	2,246	2,116	1,353
Rejection Tags	221	151	123
Packages Rejected	1,658	864	1,264
Packages Inspected	197,226	169,191	121,798

<u>Farmers' Market</u>			
Number of Premises	45	45	45
Premises Inspected	11,295	11,245	11,520
Rejection Tags	43	45	16
Packages Rejected	1,354	1,119	219
Packages Inspected	194,325	186,264	178,681

<u>Total Man Hours - All Produce</u>			
Inspection	4,867	5,194	5,030

<u>Wholesale Eggs</u>			
Number of Premises	14	9	9
Premises Inspected	398	363	89
Dozens Rejected	98,673	75,916	14,559
Dozens Inspected	786,486	709,917	311,046½

<u>Retail Eggs</u>			
Number of Premises	2,125	2,105	2,100
Premises Inspected	2,657	2,136	1,484
Dozens Rejected	32,704	16,209	13,909-3/4
Dozens Inspected	308,654	285,292	215,106-1/4

<u>Total Man Hours - Wholesale &amp; Retail Egg Inspection</u>			
	2,840	2,684½	1,305½



STANDARDIZATION - continued

<u>Money</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Number of Premises	2,145	2,136	2,135
Premises Inspected	2,213	1,741	1,041
Packages Rejected	102	1,232	364½
Packages Inspected	152,679	138,426	71,801
Total Man Hours - Money	414½	295½	109½
TOTAL MAN HOURS FOR ALL STAND- ARDIZATION	8,121½	8,374	6,525

NURSERY INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Number of Nurseries	150	153	140
Premises Inspected	152	155	169
Total Man Hours	430½	262½	214½

SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Number of Premises	136	115	110
Premises Inspected	89	37	45
Total Man Hours	147	42½	46½

EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries, and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Certificates Issued	953	944	1,130
Packages Inspected	103,379	159,325	208,227



Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Disposal Orders Issued	1,221	1,296	1,119
Number of Packages	27,710	26,349	22,784

#### PEST SURVEYS AND PEST CONTROLS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Agricultural pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under the direction of the Agricultural Commissioner.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Number of Fruit Fly Traps	57	40	31
Number of Japanese Beetle Traps	41	40	25
Number of Gypsy Moth Traps	0	28	29
Residential Grid Detection Points	108	240	366
Registered Pest Control Operators	25	19	19
Permits Issued for Use of Restricted Materials	22	36	30
Total Man Hours	356½	717½	805

#### RELATED FUNCTIONS

This includes the other varied activities such as giving garden advice to home owners, the gathering of crop statistics, certifying official fumigation chambers, and performing general public relations activities.

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# SAN FRANCISCO FARMERS' MARKET

## Annual Report

1973-74

The San Francisco Farmers' Market opened on August 12, 1943, during the war time as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. The City and County assumed management on August 1, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1974 \$433,388.70 had been repaid to the City. This is \$ 174,711.65 in excess of the cost of the land and capital improvements at the Market, which amounted to \$ 258,677.05.

# # # # #

### SALES PROMOTION:

Sales at the Market are promoted through news releases to newspapers, radio and television stations, and other publicity outlets. In addition, we also mail growers certificates and news information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners throughout California.

The Market operates on a five-day week, Tuesday through Saturday, from 7:00 a.m. to 6:00 p.m.



## RECOMMENDATIONS FOR THE FARMERS' MARKET

The following maintenance projects are necessary for the proper upkeep of the Farmers' Market:

### Urgently Needed:

1. Asphalt in parking lot is damaged and needs repair in several locations. There is a hazardous area near Market exit, also holes in asphalt at rear of Stalls # 22 and # 24 and in garbage box area that need immediate attention.
2. Painting of Stalls: Wooden partitions between stalls and all wooden surfaces at stall spaces need painting.
3. Striping of main drive and parking area in rear urgently needed. The existing cross-walk line and parking lane striping in center drive and parking area are nearly obliterated. This leads to haphazard parking and loss of traffic control and is a hazard to pedestrians and motorists.
4. The interior of the administration building needs painting. Paint is scaling on wall surfaces, and ceiling and wall surfaces show dirt and thin paint surfaces.
5. There are 5 catch basins at the Market. All need cleaning and are clogged and give offensive odor.
6. Post holes and the use of removable 4-inch posts at each end of the main drive needed to maintain control of traffic when necessary to close this area. Posts would effectively prevent motorists from using main drive when Market is closed on Sundays and Mondays and holidays.
7. Security when Market is closed: Floodlights on lighting poles at ends of Market would effectively aid in keeping Market secure at night. Uniform wooden sliding doors to enclose rear of each stall would aid in preventing pilferage when Market is closed.



The Farmers' Market celebrated its 30th Anniversary on August 11, 1973. Mayor Joseph Alioto proclaimed the week of August 6th through 11th as "Farmers' Market 30th Anniversary Week."

The breakdown below summarized the Farmers' Market Capital Expenditures Program as of June 30, 1974. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

CAPITAL EXPENDITURES:

Land . . . . .	\$ 53,032.15
Improvements . . . . .	<u>205,644.90</u>
Total . . . . .	\$ 258,677.05

REVENUE AND OPERATING EXPENSES:

Revenues . . . . .	\$ 1,055,893.06
Less Operating Expenses . . . . .	622,504.36
Total Net Revenue . . . . .	<u>433,388.70</u>
Excess of Net Revenue over	
Capital Expenditures . . . . .	174,711.65



The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30th 1974.

Fiscal Year	Revenue	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	\$ 16,006.50	\$ 4,101.48	11,905.02	-	- *
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-49	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-50	32,190.50	12,458.77	19,731.73	20,895	11,695
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337 **
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,726	8,813
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-57	34,812.06	18,454.77	16,357.29	20,584	8,019
1957-58	34,844.00	19,148.69	15,695.31	20,659	7,694
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,885
1959-60	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-64	37,541.00	21,863.44	15,677.56	18,367	4,897
1964-65	36,058.00	23,156.33	12,901.67	17,898	4,396
1965-66	35,892.00	24,318.17	11,573.83	17,847	4,085
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668
1967-68	32,008.50	26,273.02	5,735.48	15,781	3,431
1968-69	33,889.00	28,475.61	5,413.39	16,733	3,535
1969-70	37,093.75	30,020.89	7,072.86	18,432	4,006
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345 ***
1971-72	59,860.75	33,462.44	26,398.31	21,228	4,931
1972-73	60,373.75	34,502.79	25,870.96	21,398	4,656
1973-74	58,769.50	35,915.85	22,853.65	20,884	4,472
	1,055,893.06	622,504.36	433,388.70	517,437	173,085

\* Records are incomplete for this fiscal year, 1946-47.

\*\* Market was closed from February to July, 1951, due to construction of new stalls.

\*\*\* Increase in revenue due to increase in fees effective July 1, 1970; also increase in number of stalls rented and tonnage received.



### Public Administrator

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estate of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estates upon which he is entitled to administer."

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state, and federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

### Personnel and Related Problems

For the past seven years our case backlog continues to increase. On June 30, 1974, there were 2,435 pending Public Administrator probate cases - the maximum number of open cases should be less than 800. The basic cause for this problem is a shortage of personnel. Reference to this situation has been made in prior reports and our efforts to keep the staffing at the proper level have been unsuccessful. A daily attendance graph shows that the clerical staffing is still below 80% of the budgeted allowance.



Until such time as the Public Administrator-Public Guardian Office is fully staffed it will be impossible, not only to clear up the case backlog, but we will be unable to process the current cases within a reasonable time. During the past year, there has been an unusual number of large estates and an increase in real property holdings. The additional detail and services required justify not only the fully budgeted staff, but also additional staffing. As has been stated many times, the net result of the present situation is that the fees and commissions which are due when an estate is closed, and which are deposited in the General Fund, are being deferred indefinitely.

An audit or a systems personnel review should be initiated so that necessary adjustments can be made to permit this office to function for the best interests of the heirs, creditors, wards, and the City and County of San Francisco.

### Investigation of Cases

Approximately 40% of the cases investigated are administered by the Public Administrator's Office. The remaining 60% either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

### 5 Year Workload Comparison

	<u>1970-71</u> <u>Actual</u>	<u>1971-72</u> <u>Actual</u>	<u>1972-73</u> <u>Actual</u>	<u>1973-74</u> <u>Actual</u>	<u>1974-75</u> <u>Estimated</u>
Estates Investigated	1,331	1,275	1,281	1,269	1,300
New Estates Opened	469	475	458	436	450
Final Accounts Filed	200	125	186	267	250
Discharges Filed	462	331	283	627	450
Open Estates					
(End of Year)	2,307	2,451	2,626	2,435	2,435
Permanent Positions	16	16	16	16	16
Revenue from Fees	\$191,759	\$181,500	\$294,508	\$228,425	\$275,000
Operating Expenses	217,351	242,700	237,506	248,073	286,000
Net Revenue	(25,592)	(61,200)	57,002	(19,600)	(11,000)

The Public Administrator's Office has been self-supporting and, as a matter of fact, has produced a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents' deaths where no estates are ever opened by the Public Administrator.



## Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel, that if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this, and the constant problem of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City Treasury.

## 12 Year Comparison - Expenditures and Revenues

<u>Fiscal Year</u>	<u>Actual Expenditures</u>	<u>Actual Revenue</u>	<u>Difference</u>
1962-63	\$147,190	\$230,508	\$ 83,318
1963-64	149,160	215,610	66,450
1964-65	154,996	193,442	38,446
1965-66	166,276	192,645	26,369
1966-67	162,120	257,552	95,432
1967-68	166,800	309,723	132,923
1968-69	187,144	265,484	78,340
1969-70	199,347	219,713	20,366
1970-71	217,351	191,759	(25,592)
1971-72	242,700	181,500	(61,200)
1972-73	237,506	294,508	57,002
1973-74	248,073	228,425	(19,600)

## Public Guardian

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the



Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary, selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid, and after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code, or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for fourteen years. The program is beneficial both to the ward and to the county. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

#### Eases Crowded Hospital Condition

Where possible and when it appears to be in the best interest of the wards, they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.



## Workload Comparison

	<u>1970-71</u> <u>Actual</u>	<u>1971-72</u> <u>Actual</u>	<u>1972-73</u> <u>Actual</u>	<u>1973-74</u> <u>Actual</u>	<u>1974-75</u> <u>Estimated</u>
Applications Investigated	1,403	1,198	1,377	1,185	1,200
Total Wards as of June 30	499	452	437	424	425
New Wards during Year	88	85	74	66	72
Guardianships Terminated	120	135	90	79	72
Expenditures	\$160,367	\$187,830	\$182,297	\$179,600	\$233,900
Benefits to County	\$2,000,000	\$1,714,200	\$1,715,000	\$1,530,000	\$1,530,000
Revenues from Fees	\$73,813	\$109,200	\$93,274	\$87,900	\$100,000

## Fees

The Welfare and Institutions Code provides that the Public Guardian may be awarded fees by the Judge of the Superior Court on the filing of his accounts. The fees for the last fiscal year amounted to \$87,900.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

## Present and Anticipated Future Requirements

The workload of this office is continually increasing due to four situations: (1) Burial of the indigent deas; (2) investigation and burial arrangements of competent persons who die outside the County and who are recipients of Welfare benefits; (3) the inability to cover about 18 weeks of vacation time of employees directly involved in preliminary investigations; and (4) the increased responsibility for proper management of real property under the jurisdiction of the Public Administrator-Public Guardian.

The other situation which affects the workload is the continuing practice by the Department of Social Welfare and the County Hospitals of placing competent patients in nursing and convalescent homes in other counties (Alameda, Contra Costa, Napa, Solano, San Mateo, Marin, Sonoma). Since these persons are involuntarily removed, they are residents of San Francisco and the other counties will not assume liability for their burial.

In connection with real property, the occurrence of "breakins", the involvement with code enforcement and complaints from tenants and neighbors has and will continue to consume considerable time. This problem has increased during the past year.



A changing factor in the operation of the Public Guardian is the type of case. Originally, the program assisted people with very few assets. These people, due to their general condition, were unable to collect the various benefits due to them. The Public Guardian, when appointed, would collect all available benefits and thereby greatly reduce the City and County cost of care. Presently many of our newer cases are persons with assets (including real property). The time devoted to the investigation and to the Guardianship has increased greatly. Further evidence of the changing type of Guardianship is reflected by the substantial increase in fees awarded by the Court.

#### New Procedures and Forms

It is the opinion of the Public Administrator that the increased workload of the office, as pointed out in prior reports, can be offset, short of increased personnel and budget, only by the use of streamlined procedures and forms. He has, over the last few years, instituted a program to revamp all procedures and all forms in the office. In the past year, substantial steps have been taken in this direction. In connection with procedures, an Estate Master Control Register has been initiated so that by reference to it, it may be immediately determined what estates are pending, are being processed at the average time or those estates that have been opened unduly long.

A new personal property control system has been initiated so that there is a better and more complete record of personal property coming into the hands of the Public Administrator. The investigator's report form has been completely revamped and modernized and through the use of codes contains all of the material information on most investigations in one page.

In addition to the above procedures, the Rules of the Superior Court require that within about two years all Court forms be on letter size rather than on legal size stationery. This entails considerable revamping of all of the forms in use in the Public Administrator's Office.

There was an additional workload involved, but all of the planning for the above procedures and forms has been done outside of regular working hours by "Z" Classification employees.

Also, the Semi-Annual Report, which must be law be published by the Public Administrator, has been streamlined and reduced in form and content. Over the years, this will result in a substantial savings of publication expense.



## TAX COLLECTOR - 1974

The Office of the Tax Collector consists of seven operating divisions: These are Real Estate, License, Business Taxes (which includes payroll expense, gross receipts, utility users, parking and stadium operator taxes), Investigations, Parking Meters, Cashiering and Delinquent Revenue. All of these division are revenue producing and depend upon the initiative and dedication of its employees to bring in maximum income to the City and County of San Francisco. During the fiscal year 1973-74 we collected a total of \$372,913,265.78 plus another \$621,170.54 that was collected by other jurisdictions and transmitted to be credited to this office.

The past fiscal year saw some major losses in key staff positions which left us with only two permanent division heads. These changes came about primarily through early retirements. Our inability to install early permanent replacements for these positions has impaired our efficiency and has caused a major drop in the morale of this office. Having temporary lead positions handicaps administration because supervisors without tenure tend to be less secure in recommending changes and asserting aggressive leadership.

The holding up of requisitions by the Budget Division also has a deleterious affect on our ability to produce maximum revenues because each of our employees plays a major role in securing and processing the filings and other paperwork that results in the final revenue dollar being collected. We feel strongly that tax collecting is a big business in every sense of the word and, since this is the case, as long as it can be demonstrated that maximum staffing produces maximum additional dollars, we should not be unduly handicapped by short-sighted bureaucracy.

### List of Collections

The following is a table of collections for the various divisions for 1973-1974, as compared with 1972-1973

	<u>1972-73</u>	<u>1973-74</u>
Real Property Taxes and Sec.		
Personal Property Taxes	\$263,544,190.97	\$254,241,425.77
Unsec. Personal Prop. Taxes	30,410,511.69	29,111,570.43
Uniform Sales & Purchase Tax	30,129,219.40	35,327,409.61
Parking Meters	1,498,237.02	2,057,237.08
Delinquent Revenue	1,382,179.69	907,751.63
Licenses	6,924,659.52	8,303,306.64
Business Taxes	36,882,977.34	40,023,209.24
Miscellaneous	302,509.32	183,857.31
Tax Redemption	3,721,537.98	3,378,668.61
Total	<u>\$374,796,022.93</u>	<u>\$373,534,436.32</u>

The purpose of this report is to provide a summary of the results of the investigation conducted by the Department of the Interior, Bureau of Land Management, in the area of the proposed project. The investigation was conducted in accordance with the provisions of the National Environmental Policy Act of 1969, as amended, and the regulations promulgated thereunder. The results of the investigation are presented in this report, which is intended to provide a basis for the decision-making process regarding the proposed project.

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Category	Item	Value
Category 1	Item 1.1	100
Category 1	Item 1.2	200
Category 1	Item 1.3	300
Category 1	Item 1.4	400
Category 1	Item 1.5	500
Category 1	Item 1.6	600
Category 1	Item 1.7	700
Category 1	Item 1.8	800
Category 1	Item 1.9	900
Category 1	Item 1.10	1000
Category 2	Item 2.1	1100
Category 2	Item 2.2	1200
Category 2	Item 2.3	1300
Category 2	Item 2.4	1400
Category 2	Item 2.5	1500
Category 2	Item 2.6	1600
Category 2	Item 2.7	1700
Category 2	Item 2.8	1800
Category 2	Item 2.9	1900
Category 2	Item 2.10	2000
Category 3	Item 3.1	2100
Category 3	Item 3.2	2200
Category 3	Item 3.3	2300
Category 3	Item 3.4	2400
Category 3	Item 3.5	2500
Category 3	Item 3.6	2600
Category 3	Item 3.7	2700
Category 3	Item 3.8	2800
Category 3	Item 3.9	2900
Category 3	Item 3.10	3000

## Cashier's Division

During 1973-74 the Cashier's Division of the Tax Collector's Office collected \$373,534,436.32, an all-time high for the nineteenth consecutive year.

Peak periods for tax collection were from March 1 to September 15 for unsecured personal property taxes, and from November 1, to December 31 and March 1 to April 20 for real property taxes. Peak periods for license collections were in January, July and October. Business Taxes were collected January through June.

## Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 15,360 parking meters in San Francisco. 5,270 of these meters have the 25¢ head and 10,090 meters retain the older 10¢ head. Fifteen Parking Meter Collectors and two supervisors, one inside and one outside are used in the operation. Ten men in five van trucks collect the monies and wind the springs of about 5,155 parking meters daily, while five men in the office process the coins. Of the 50,548,212 coins handled during the 1973-74 fiscal year 29,344,937 (58%) were pennies, 11,155,118 (22%) were nickels, 8,726,438 (17%) were dimes and 1,321,719 (3%) were quarters. The total weight of the coins processed during the year was 386,529 pounds.

During fiscal 1973-74 eleven hundred pounds of mutilated coins, plugs, can rings and foreign coins were processed. Canadian and other foreign coins were redeemed for \$958.26.

The total revenue received from Parking Meter Collections for fiscal year 1973-74 was \$2,055,237.08. The increase in weight and revenue is attributed in part to better enforcement of parking meter violations by the Police Department as well as the new 25¢ meter rates for the heavier traffic locations. There was an increase in revenue of approximately \$486,000. The fiscal year 1973-74 was the all time high in parking meter collections.

Revenue for the coming Year should continue to climb and unless further changes occur, should level off and remain on a reasonably consistant plateau for the next few years.

## Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County. The



amount credited to San Francisco for fiscal year 1973-74 was \$28,338,922.31.

Beginning in September, 1972,  $\frac{1}{2}$  of 1% was collected in taxes from the Uniform Sales and Purchase Tax and remitted to the San Francisco Bay Area Rapid Transit District. For fiscal year 1973-74, this amount was \$6,988,487.30.

### Business Taxes Division

The Business Tax Ordinance went into effect on October 1, 1968. Originally, the tax period was on a quarterly basis and the first collection was payable in January, 1969. In March, 1969, the tax period was amended to a semi-annual basis, period ending June 30, 1969, and payment due during the month of July, 1969. In March, 1970 the tax period was amended to an annual basis with the first annual period ending December 31, 1970, and payment due during the months of January and February, 1971. Effective September 1, 1970, the Business Tax rates were doubled. For the tax year 1970 two calculations were required to determine the Business Tax liability. The period January 1, 1970 through August 31, 1970, was calculated on the old rates, and the period September 1, 1970, through December 31, 1970, was calculated on the new rates. The sum of the two calculations was the Business Tax liability for 1970.

Effective July 1, 1971, the Business Tax rates were reduced one half for the tax year 1971; two calculations were required to determine the Business Tax liability. The period January 1, 1971, through June 30, 1971, were calculated on the double rates, and the period July 1, 1971 through December 31, 1971, was calculated on the single rates. The sum of the two calculations was the Business Tax liability for 1971. In the year 1972, one calculation on the single rate was necessary for the Business Tax liability.

The Board of Supervisors passed a Payroll Expense Tax Ordinance which became effective October 1, 1970. In summary, the Ordinance imposes a tax on persons and associations who, in connection with a business, engage, hire, employ or contract with one or more individuals, as commission merchants or employees, to perform work or render services within the City and County of San Francisco. The amount of tax is one (1%) percent of the payroll expense attributable to the City and County of San Francisco, plus, for associations, one (1%) percent of the total distributions made by the association by way of salary to those having an ownership interest in such association.

No person or association is required to pay both the Payroll Expense Tax and the Business Tax. After calculating the tax due under each ordinance, each person or association is required to pay the higher of the two taxes.



Effective July 1, 1974 both the Business Tax Ordinance and the Payroll Expense Tax Ordinance was amended requiring all businesses that paid over \$1,000 in tax the previous year to make a prepayment of their current year tax. The 1974 prepayment shall be one-half ( $\frac{1}{2}$ ) of the 1973 tax. Such prepayment will be deducted from the total tax for year. Prepayments will also be due in every July thereafter.

Taxpayers affected in 1974                      3,200

Total Estimated Prepayments - 1974            \$10,200,000

The Board of Supervisors passed the Utility Users Tax Ordinance effective October 1, 1970. The tax is five (5%) percent of the charges made for such services and is paid by the user to the supplier who remits collections monthly.

The Board of Supervisors passed a Parking Tax Ordinance effective October 1, 1970. Originally, the tax was twenty-five (25%) percent of the rent to the occupant of the parking space in a parking station. Effective July 1, 1972, the tax was reduced to ten (10%) percent. The tax is collected by the operator and remitted quarterly to the City and County.

The Board of Supervisors passed a Stadium Operator Admission Tax Ordinance which became operative November 1, 1970. There was imposed a tax on any operator of athletic contests, exhibition and other special events in an amount equivalent to fifty cents (\$.50) on each admission ticket sold for the right to occupy a seat or space in any stadium with a seating capacity over 5,000 permanent seats within the City and County of San Francisco for each event.

### COLLECTIONS

	<u>No. of Active Accounts</u>	<u>Fiscal Years</u>	
		<u>1972-1973</u>	
Business Tax	47,139	\$ 3,923,349.19	\$ 3,906,768.71
Payroll Tax		20,588,021.36	22,443,436.81
Parking Tax	345	3,274,640.97	2,868,167.15
Utility Users Tax		8,347,534.40	10,058,990.57
Stadium Operator Admission Tax		<u>749,431.42</u>	<u>745,846.00</u>
GRAND TOTAL		\$36,882,977.34	\$40,023,209.24



## ESTIMATED COLLECTIONS

	<u>Fiscal Year</u> <u>1974-75</u>	<u>Currently</u> <u>Payable</u>
Business Tax	\$ 3,000,000	Annually
Payroll Tax	20,000,000	Annually
Parking Tax	2,900,000	Quarterly
Utility Users Tax	9,200,000	Monthly
Stadium Operator		
Admission Tax	880,000	Monthly or within five days of event
	<hr/>	
	\$ 35,980,000	
	<hr/>	

### Real Estate Division

Service to the public continues to improve with the adaptation of E.D.P. to the property tax collections and accounting. Now the taxpayer returns only the installment stub with his payment instead of the entire bill. These bills are read by IBM Scanners. It accepts only those bills that are correct and rejects those that are in error such as duplicate payments and erroneous amounts. Rejected bills are returned to the Tax Collector's Office for reconciling. After the errors are found, corrected bills are prepared and returned to E.D.P. for reprocessing.

Our IBM printer and the two viewers are valuable electronic aids. The printer can issue a duplicate bill almost immediately while the viewer enables the information clerks to give instant information concerning every property in San Francisco.

San Francisco's rate of real estate tax delinquencies continues to be among the lowest of the major counties in the State of California.



The following table shows delinquencies for 1973-74 compared with 1972-73

	<u>Real Property Taxes</u>	<u>Unsecured Property Taxes</u>
Amount Delinquent June 30, 1974	\$2,440,654.70	\$1,240,282.82
Ambunt Delinquent June 30, 1973	2,797,578.70	1,007,068.54
Per Cent Delinquent June 30, 1974	.95%	4.12%
Per Cent Delinquent June 30, 1973	1.05%	3.27%

#### Tax Redemption Unit

The Tax Redemption Unit is a part of the Real Estate Division. The Tax Redemption function was transferred from the Controller's office to the Tax Collector's Office on July 1, 1972. One of the main functions of the Tax Redemption Unit is to prepare and set up appropriate index records of tax-sold property. These records are kept regularly posted to reflect the immediate status of all items remaining unpaid on the delinquent rolls or abstract lists.

During the fiscal year 1973-74, preparation for computerized Tax Redemption Unit's accounting procedures was begun. A full cutover into computer services is scheduled on or about July 1, 1974.

During the fiscal year 1973-74 there were 1663 parcels Sold-to-State and 56 parcels Deeded-to-State compared to 2015 Sold-to-State and 56 parcels Deeded-to-State in fiscal year 1972-73.

The following table shows delinquencies for 1973-74 compared with 1972-73. Also shown below is the total amount of all outstanding taxes delinquent for all past years:

Total Amount of Outstanding Delinquent Taxes as of June 28, 1974	\$ 2,440,654.70
Total Amount of Outstanding Delinquent Taxes as of June 29, 1973	\$ 2,797,578.70
Total Amount of Outstanding Delinquent Taxes for all past years	\$ 6,447,206.26



## License Division

For the fiscal year 1973-74, the License Division showed an increase in gross receipts of \$92,000. This can be attributed in part to an increase of approximately 9000 dog licenses purchased due to an intensive S.P.C.A. field personnel canvassing program in many areas of the city compelling citizens to purchase licenses for their dogs.

Additionally the Record Fund surcharge for the D.P.W. Central Permits Bureau had an increase of 16,000 licenses over last year due to the charge being collected for a full year.

	1972-73		1973-74	
	Number	Amount	Number	Amount
General Business	26,970	\$ 722,032.56	25,958	\$ 706,021.77
Vehicles	1,080	38,372.00	845	37,964.62
Bicycles	5,960	2,903.00	5,087	3,419.40
Inspection Fees	2,301	122,303.42	2,125	132,433.34
Miscellaneous	4,613	17,710.35	4,249	17,706.50
Dogs	23,694	118,470.00	32,353	161,562.50
Duplicate Dogs	394	394.00	342	342.00
Curb Painting	5	1,221.25	4	4,016.25
Pub. Eat. Place	3,448	296,652.86	3,652	325,868.49
Taxicab Permits	530	167,975.00	576	146,250.00
Taxicab Transfers	19	23,000.00	18	18,000.00
Limousine Permits	--	---	2	10,000.00
Limousine Trans.	5	3,750.00	8	6,000.00
D.P.W. Surcharge	<u>2,879</u>	<u>13,038.80</u>	<u>19,335</u>	<u>50,527.00</u>
Total (Excluding Hotel Tax)	71,912	\$1,527,953.24	94,554	\$1,620,111.87
Hotel Tax	<u>1,560</u>	<u>5,396,706.28</u>	<u>1,551</u>	<u>6,683,189.07</u>
GRAND TOTAL License Division	73,472	6,924,659.52	96,105	8,303,308.94



### Hotel Room Tax Unit

Although a separate budget item, the Hotel Room Tax, as shown above, is collected by the License Division.

Each quarterly amount represents the tax collected by the hotels between the date specified.

Increases in revenues are reflected in the Hotel Room Tax due to the raising of the 5 1/2% to 6% which became effective January 1, 1973.

A comparison of collections by quarters follows:

	<u>1972-73</u>	<u>1973-74</u>
July 1-September 30	\$ 1,218,583.71	\$ 1,528,674.81
October 1-December 31	1,561,425.79	1,959,963.06
January 1-March 31	1,263,991.96	1,614,780.55
April 1-June 30	<u>1,352,704.82</u>	<u>1,579,770.65</u>
	\$ 5,396,706.28	\$ 6,683,189.07

### Delinquent Revenue Division

A total of 13,896 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County Departments during 1973-74.

The increase was due to a transfer of 5,000 unpaid Sewer Service charges from the Department of Public Works. Many of these accounts were up to two years old and involved much time and effort in collection procedures. There are still several thousand unpaid, and much activity in the coming fiscal year will involve court action to effect payment of these accounts.

A decline in the number of personal property bills indicates more of these bills are being placed on the secured roll.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1973-74 showing a comparison with 1972-73



	1972-73*	1973-74
Number of Personal Property Tax Bills	36,713	35,103
<b>COLLECTIONS:</b>		
Personal Property Tax Bills Collected in advance of next Fiscal Year	\$ 578,462.50	\$ 509,628.55
Current Year Tax Bills Not Delinquent	26,873,800.96	26,558,970.67
Current Year Tax Bills Delinquent	2,586,196.85	1,823,381.38
Prior Years Delinquent Tax	695,099.17	480,705.71
Number Public Health Delinquent Accounts	5,269	7,069
Collections, Public Health Department	269,575.90	262,606.72
Number Public Works Delinquent Accounts	172	5,039
Collections, Public Works Department	13,021.93	56,318.21
Collections, Other Misc. City Departments	340,594.28	78,771.09
Total Amounts Collected Property Tax Bills and Delinquent Accounts	* \$ 31,356,751.68	\$ 29,770,382.33

\* Revised method of reporting, adjusted to prior years.

As part of collection enforcement procedures, 423 court actions were instituted in 1973-74. Of this total 331 were filed in Small Claims Court, 80 in Municipal Court and 12 in the Superior Court.

### Investigation Division

The Investigation Division operates in a staff capacity servicing delinquent accounts of the Division of Delinquent Revenue, Business Tax Division and the License Division.

Its main function is to make field investigations in connection with the collection of delinquent accounts and to bring about compliance to those ordinances covering the regulation of Licensing and Business Taxes.



During the fiscal year 1973-74 the Investigation Division instituted and filed 965 Small Claims Actions on delinquent Business Tax Accounts. Also, 305 Municipal and Superior Court actions were filed by the Legal Department at the request of the Investigation staff. Additionally, 20 delinquent accounts have been researched and directed to the Legal Department for immediate action.

For the 1973-74 fiscal year, 14,177 accounts were carried over from the previous year plus 12,055 accounts transferred during the year. Of these 26,232 accounts, 9,164 closed out during the year, leaving 17,068 on hand as of June 30, 1974.



RECORDER  
1973-74 Annual Report

The Recorder's Office, as required by law, receives for recording all papers or notices that may legally be recorded, makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

On January 1, 1973 this office changed from indexing all documents by handwritten entries to an EDP system. This new procedure eliminates the two book grantor-grantee system and provides for indexing all parties in alphabetical order in one book. Each morning an index is printed for documents processed the previous day. Daily indices are merged weekly; weekly indices are merged monthly, these in turn are merged quarterly. Funds were made available to produce the 1973 Index on Microfiche instead of the bound, handwritten volumes of prior years.

Two Microfiche readers and four sets of the Microfiche were purchased at a cost less than binding grantor-grantee indexes in past years. Microfiches for future years will cost approximately \$30.00 per year instead of the costly binding. There has been a substantial savings in space by elimination of storage of 32 large volumes each year. The new system has proved highly satisfactory for public as well as office use.

<u>Receipts</u>	<u>1972-73</u>	<u>1973-74</u>
Recording fees	\$ 312,672.00	\$ 288,173.00
Special Service fees	16,910.40	19,773.17
Marriage certificate recording fees	39,834.00	35,670.00
Real Property Transfer Tax	<u>709,445.95</u> \$1,078,862.35	<u>712,801.20</u> \$1,056,417.37
<u>Expenditures</u>	<u>1972-73</u>	<u>1973-74</u>
Salaries	\$ 195,064.57	\$ 198,383.08
Other	14,940.29	12,673.04
Excess, Receipts over expenditures	<u>\$ 868,857.49</u>	<u>\$ 845,361.25</u>

We continue to provide "free" or "official" recordings, that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State, City or other political subdivision recordings which service is required by State law to be performed without fees.



Documents Filed and Recorded

The following are the principal classifications of the 91,689 documents filed and recorded during 1973-74. For comparative purposes, the list for the preceding fiscal year is included.

	<u>1972-73</u>	<u>1973-74</u>
Abstracts of Judgments	2,092	3,402
Affidavits of Death	1,372	1,662
Agreements	362	311
Decrees	1,263	2,484
Deeds	15,893	16,491
Deeds of Trust and Mortgages	15,808	16,323
Military Discharges	168	246
Uniform Comm. Code Filings	6,963	7,611
Notice of Default	1,125	1,462
Reconveyances	14,364	14,414
Tax Liens Federal	1,687	1,757
Miscellaneous	32,991	25,536
	<u>95,07</u>	<u>91,689</u>



## ANNUAL REPORT.

## COUNTY CLERK

1973-1974

The County Clerk's office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained; the principal ones are the Corporation index, the Partnerships and Fictitious Names Index, and the index of Notaries Public. Marriage licenses are issued by this department. Branch offices are located at the Hall of Justice, the Youth Guidance Center, and at San Francisco General Hospital.

<u>3 Year Summary Comparison</u>	<u>1971 - 72</u>	<u>1972 - 73</u>	<u>1973 - 74</u>
Superior Court Proceedings			
Civil actions and Petitions	14,334	14,349	14,561
Probate petitions	3,815	3,724	3,603
Criminal actions	2,755	2,173	2,803
Juv.Ptns.No. of Children	2,441	2,339	1,901
Men. Health petitions	584	644	548
Appeals to Superior Court	304	397	543
Marriage licenses issued	7,268	6,642	5,947

-- Detailed operations of the various divisions of the County Clerk's Office are shown below:

CASHIER'S DIVISION

The revenue from fees collected in 1973 - 74 was \$529,221.00. A comparative statement of fee revenue follows:

	<u>1971 - 72</u>	<u>1972 - 73</u>	<u>1973 - 74</u>
Probate Department	122,471	121,568	112,742
General Department	281,985	279,258	290,502
Civil Department	76,795	79,508	89,941
Marriage License Dept. *	43,602	38,713	35,662
Professional Registrations	454	362	374
TOTAL OFFICE FEES	525,307	519,409	529,221

\*Marriage License and Professional Registration Fees are now collected by the Recorder's Office.



Fines, Law Library Fees and  
Collections for Other

<u>Departments:</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Juvenile Court Traffic Fines	18,227	19,173	15,499
Crim. Dept. Fines & Forfeitures	54,301	95,976	93,713
Peace Officers Training Fund	15,290	---	200
Law Library Fees	123,575	130,226	143,415
Sup. Court Reporters Salary Fund	244,576	248,751	257,250
<b>TOTAL FEES AND FINES COLLECTED</b>	<b>981,278</b>	<b>1,013,535</b>	<b>1,068,874</b>
 Trust Fund Deposits:			
Civil Crt. Deposits & Jury Fees	7,286,736	3,351,619	2,161,217
Criminal Bail Deposits Cash & Bonds	61,307	109,768	180,723
<b>TOTAL MONEY COLLECTED</b>	<b>8,573,897</b>	<b>4,474,922</b>	<b>2,341,940</b>

GENERAL DIVISION

New Civil actions filed during the past fiscal year totaled 14,561 compared with 14,349 in 1972-73. Listing of other types of filings follows:

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Civil actions	14,334	14,349	14,561
Adoptions	272	239	232
Certificates of Incorporation	1,296	1,229	1,221
Cts. of Copartnership & Fict. Names	3,183	2,520	2,669
Official and Notarial Bonds	1,180	1,495	1,421
Oaths of Office	524	409	523

The following is a classification by character of civil actions files:

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Personal Injury Cases			
by Motor Vehicles	3,199	3,385	3,516
Others	1,693	1,667	1,846
Dissolution	4,734	4,580	4,329
Annulment	192	182	113
Separate Maintenance	135	111	93
All other Actions	<u>4,381</u>	<u>4,124</u>	<u>4,634</u>
 Totals	<b>14,334</b>	<b>14,349</b>	<b>14,561</b>



CIVIL DIVISION

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Disposition of Civil Actions:			
Judgments by Jury on Verdict	320	399	326
Judgments Disc. after Court Hearings	3,118	3,428	3,878
Judgments on Default	88	78	68
Dismissals by Parties	4,150	5,232	5,182
Transferred to Other Jurisdictions	292	288	304
Separate Maintenance Judgments Granted	14	25	14
Annulments of Marriage Granted	201	206	163
Interloc. Decrees of Dis. Granted	3,866	3,634	3,560
Final Decrees of Dis. Granted	3,781	3,542	3,560
Appeals to District and Supreme Courts from Superior Court	283	292	294
Appeals Disposed of:			
Affirmed	74	77	61
Modified	2	4	2
Reversed	25	36	29
Dismissed	46	54	136

PROBATE DIVISION

New Estate, Guardianship and Conservatorship proceedings totaled 3,605 compared with 3,724 for the previous fiscal year.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Probate Proceedings Filed			
Testate	2,122	2,037	2,034
Intestate	1,083	1,049	934
Missing Persons	1	3	7
Guardianship Proceedings Filed			
Minor	148	131	127
Incompetent	166	183	189
Conservator	295	321	311
Letters Issued:			
Testamentary	1,796	1,834	1,830
Administration	808	734	701
Administration with Will annexed	326	278	252
Special	139	150	123
Guardianship	295	419	277
Conservator	325	360	360



CRIMINAL DIVISION

Four courts hear criminal matters daily at the Hall of Justice. One is the Master Calendar Department and the other three are Trial Courts. Criminal Cases are also sent to the City Hall for trial. Three Civil Departments have been trying criminal matters.

Statistics below are based on number of defendants:

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
New actions filed	2,755	2,173	2,255
Informations	2,332	1,821	2,100
Indictments	78	60	52
Certified from Municipal Court for Jdgt.	63	82	165
Certified from Municipal Court for Hrg. on Sexual Psychopathy	14	2	4
Petn. for Certification of Rehabilitation	47	28	14
Cert. from Municipal Court for Hearing on Present Sanity	143	134	191
Cert. from Municipal Court to Determine Narcotic Addiction	44	27	24
Petitions for Writs of Habeas Corpus	34	19	31

DISPOSITIONS OF CASES

Convicted after Pleas of Nolo Contendere	22	2	5
Convicted after Pleas of Guilty	2,433	2,049	1,879
Convicted after Court Trials	586	508	336
Convicted after Jury Trials	158	160	87
Dismissed	526	464	296
Transferred to Other Jurisdictions	1	2	3
Acquitted after Court Trials	115	217	175
Acquitted after Jury Trials	44	16	12
Sentenced to County Jail	38	23	20
Sentenced to State Prison	362	428	336
Sentenced by Fines	5	17	2
Committed to Youth Authority	64	79	51
Committed as Sexual Psychopaths	13	11	5
Committed as Insane	157	119	173
Probn. Grnted. Incl. Conditional Probn.	2,186	1,651	1,365
Certification of Rehabilitation Granted	47	28	5
Committed RE: Narcotic Addiction	271	318	266

FINES & BILL FORTHRIGHTS COLLECTED:

Fines and assessments	16,021	3,380	5,950
Bail Forfeitures	63,625	90,575	115,850



CRIMINAL DIVISION (Continued)

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
<u>PETITIONS TO STATE APPELLATE COURT</u>			
Pending at Beginning of Year	184	203	203
Filed during the Year	149	187	164
<u>DISPOSITION OF PETITIONS</u>			
Affirmed	84	86	133
Reversed	12	9	10
Dismissed	42	42	40
Pending	189	203	176
Modified	4	4	8
Coroner's Transcripts Filed	27	62	26

JUVENILE COURT DIVISION

The Juvenile Court meets every week day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco. Statistics follow:

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Petitions Filed:			
Ptns. for Comm. of Dependent Children	440	421	413
Number of Children	580	566	526
Ptns. Filed on Delinquent Children	1,861	1,773	1,901
Number of Children	1,861	1,773	1,901
Hearings by the Court			
Detention	36	58	20
Special	410	608	657
Abandonments	24	38	47
Number of records sealed	194	197	327
Juvenile Traffic Hearings:			
Moving Violations	5,337	5,250	4,580
Fines Collected	18,483	19,243	16,532



STATE HOSPITAL COURT DIVISION

The State Hospital Court meets at 2:00 P.M. every week day at San Francisco General Hospital, 2400 Twenty-second Street. The Court Clerk is in attendance from 8 A.M. to 5 P.M. Monday through Friday.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Alleged Mentally Disordered Persons:			
Filings	580	636	534
Conservators appointed	149	137	319
Post-certified (90 days)	2	0	0
Discharged	429	499	651
Intemperance (No drug petitions):			
Filings	4	8	14
Conservator appointed	3	6	9
Discharged	1	2	5
Mentally Retarded			
Filings	0	0	0
Committed	0	0	0
Discharged	0	0	0

APPELLATE DIVISION

Three judges of the San Francisco Superior Court, appointed by the Judicial Council, sit every Friday morning as the appellate department of the Superior Court. Appeals from the Municipal Court, Criminal and Civil, are heard by this division. Appeals from the Small Claims Court are retried from the beginning.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Civil Appeals from Municipal Court			
Filed During the Year:	47	69	71*
Disposition of Appeals:			
Affirmed	23	36	21
Reversed	5	15	12
Dismissed	8	18	22
Rehearings Denied	4	9	4
Under Submission or Pending	0	3	8

\* Includes 26 Motions to Dismiss



APPELLATE DIVISION (Continued)

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Criminal Appeals from Municipal Court			
Filed During the Year:	128	83	200*
Disposition of Appeals:			
Affirmed	36	32	33
Reversed	16	14	15
Dismissed	63	22	106
Pending	0	13	34
Abandoned	3	4	3
Rehearing Denied	9	4	7

\* Includes 107 Motions to Dismiss

Appeals from Small Claims Court	127	245	345
Disposition of Small Claims Appeals:			
Affirmed	77	170	256
Reversed	22	39	42
Dismissed	5	16	21
Under Submission or Pending	0	8	15
Abandoned	3	0	11

LICENSE DIVISION

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>
Marriage Licenses Issued	7,268	6,612	5,947
Professional Registrations	198	149	187
			Δ
			Δ
			7
			7

# THE HISTORY OF THE

NAME	DATE	PLACE	REMARKS
1	1810	1	1
2	1811	2	2
3	1812	3	3
4	1813	4	4
5	1814	5	5
6	1815	6	6
7	1816	7	7
8	1817	8	8
9	1818	9	9
10	1819	10	10
11	1820	11	11
12	1821	12	12
13	1822	13	13
14	1823	14	14
15	1824	15	15
16	1825	16	16
17	1826	17	17
18	1827	18	18
19	1828	19	19
20	1829	20	20
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22	1831	22	22
23	1832	23	23
24	1833	24	24
25	1834	25	25
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27	1836	27	27
28	1837	28	28
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42	1851	42	42
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44	1853	44	44
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47	1856	47	47
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91	1900	91	91
92	1901	92	92
93	1902	93	93
94	1903	94	94
95	1904	95	95
96	1905	96	96
97	1906	97	97
98	1907	98	98
99	1908	99	99
100	1909	100	100

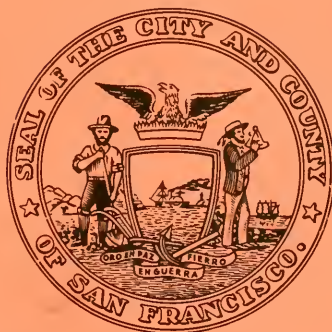
## APPENDIX

NAME	DATE	PLACE	REMARKS
1	1810	1	1
2	1811	2	2
3	1812	3	3
4	1813	4	4
5	1814	5	5
6	1815	6	6
7	1816	7	7
8	1817	8	8
9	1818	9	9
10	1819	10	10
11	1820	11	11
12	1821	12	12
13	1822	13	13
14	1823	14	14
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16	1825	16	16
17	1826	17	17
18	1827	18	18
19	1828	19	19
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21	1830	21	21
22	1831	22	22
23	1832	23	23
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40	1849	40	40
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42	1851	42	42
43	1852	43	43
44	1853	44	44
45	1854	45	45
46	1855	46	46
47	1856	47	47
48	1857	48	48
49	1858	49	49
50	1859	50	50
51	1860	51	51
52	1861	52	52
53	1862	53	53
54	1863	54	54
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56	1865	56	56
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58	1867	58	58
59	1868	59	59
60	1869	60	60
61	1870	61	61
62	1871	62	62
63	1872	63	63
64	1873	64	64
65	1874	65	65
66	1875	66	66
67	1876	67	67
68	1877	68	68
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85	1894	85	85
86	1895	86	86
87	1896	87	87
88	1897	88	88
89	1898	89	89
90	1899	90	90
91	1900	91	91
92	1901	92	92
93	1902	93	93
94	1903	94	94
95	1904	95	95
96	1905	96	96
97	1906	97	97
98	1907	98	98
99	1908	99	99
100	1909	100	100

1974-75

Annual Report

DIRECTOR OF  
FINANCE AND RECORDS



DOCUMENTS

SEP 4 1975

SAN FRANCISCO  
PUBLIC LIBRARY

INCLUDING

County Clerk

Recorder

Records Center

Registrar of Voters

Tax Collector

Records Preservation Officer

Public Guardian

Public Administrator

Sealer of Weights and Measures

Agricultural Commissioner

Farmers' Market



# CITY AND COUNTY OF SAN FRANCISCO

## DEPARTMENT OF FINANCE AND RECORDS

OFFICE OF  
DIRECTOR OF FINANCE  
AND RECORDS

170 CITY HALL  
SAN FRANCISCO, CALIF. 94102  
558-4823

September 3, 1975

Subject: 1974-75 Annual  
Report

Honorable Thomas J. Mellon  
Chief Administrative Officer  
City and County of San Francisco

Dear Mr. Mellon:

We are pleased to submit herewith our annual report for the fiscal year ended June 30, 1975, covering the City and County departments and offices under the jurisdiction of the Director of Finance and Records.

Subject to the approval of the Chief Administrative Officer, the Director of Finance and Records administers the services and activities of the Departments of Finance and Records, Weights and Measures, and Agriculture, which include the offices of County Clerk, Recorder, Registrar of Voters, Public Administrator, Public Guardian, Tax Collector, Records Center, Records Preservation Officer, Sealer of Weights and Measures, Farmers' Market and Agricultural Commissioner.

Separate reports for each of these offices are included herein, together with the statistical data requested by the Mayor. Each separate report was prepared by the office head concerned.

Very truly yours,

*Vigil L. Elliott*

VIRGIL L. ELLIOTT  
Director of Finance and Records



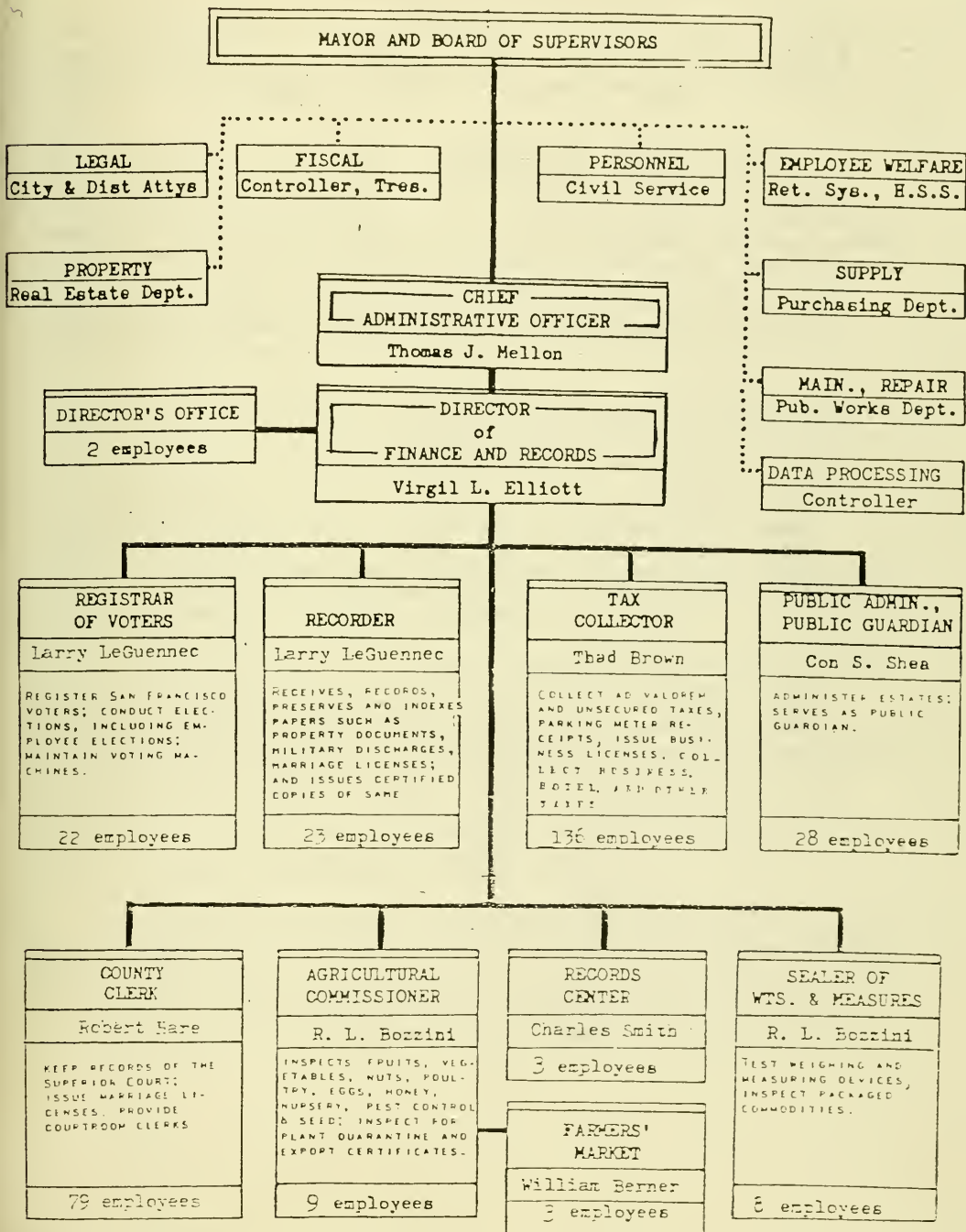
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6-30-75

City and County of San Francisco, California





1974 - 75

The Registrar of Voters has charge of the registration of voters and the conducting of elections, through the assistance of the Chief Deputy Registrar and staff aides. He works with other City and County officials and agencies, State and Federal authorities, political parties, and other groups on policy matters.

A permanent staff of 21 is supplemented by temporary workers averaging about 123 weekly during registration and mailing periods prior to election. In the month prior to election and two weeks following, the crew of temporary voting machine servicemen approximates 40 men. On election day, about 4,000 precinct election officials are employed. Temporary workers average about 67 full-time positions if computed on an annual basis -- hence the Registrar's staff, when the 67 full-time equivalents are added to the 21 permanent workers, numbers 88 full-time jobs. Figures are predicated upon a two year cycle; a municipal election in odd years; a primary and general election in even years.

The Registrar of Voters and the Chief Deputy Registrar work through a small central office group and control operations through supervisors of the three operating bureaus -- Election Division, Recruitment and Property contract section, and the Voting Machine Warehouse and Operations Division.

The advent of the 18 to 21 year old voters and the ability to use 18 to 21 year olds as precinct election officers, failed to ease the difficulties experienced over the years in the recruitment of election officers. During the past year, turnovers due to cancellation of appointments as election officers were increased, although "last minute cancellations" were not quite as heavy as in the past elections.

In 1974 the San Francisco Campaign Contribution and Expenditure Control Ordinance became effective. On January 7, 1975 the Political Reform Act of 1974 became operative, supplanting major portions of the Waxman-Lymally Campaign Statement Act and the Moscone disclosure of Assets Act. These pieces of legislation have increased our filing, indexing, and servicing enormously, especially as San Francisco is, by State law, the repository in Northern California of all campaign statements. It will now be necessary to employ extra personnel to operate this area of business, for these various legislative acts have created an entirely new and active section within this office. Present legislative trends indicate that additional burdens in this area will be added to this section in the near future.

Oddly, this year's General election of November 1974 failed to maintain a high voter registration and the vote cast in San Francisco was only 228,586. This is 61.9% of the registered electorate. However, this compared favorably with the State average of 64.1%. Present indications are that a heavy registration drive for November 1975 is in the planning state and requests for instruction classes are now increasing, and a heavier vote is anticipated.



<u>5-Year Workload Comparison</u>	<u>1970-71</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-7</u>
Regular Elections (Number)	1	2	1	2	1
Regist.Affidavits(Proc'd)	172,674	175,591	114,997	75,551	60,318
Sample Ballots Mailed	373,000	709,769	426,338	687,445	375,764
Absentee Ballots Requested (Paper)	8,374	15,102	22,106	19,960	11,704
Absentee Vote (Paper)	6,657	13,280	20,585	18,119	10,578
Absentee Vote (Machine)	3,926	10,231	6,800	7,419	3,971
Precincts Used	1,200	1,957	912	1,830	1,352
Voting Machines Used	1,601	3,198	1,657	3,315	1,426
Voting Machines Loan/Lease	215	180	241	76	142
Precinct Vote (Machines)	251,812	491,880	290,332	389,346	214,037
Total Votes Cast	262,398	515,391	317,717	400,745	228,586
Employee Group Elections (Ballots)	36,736	13,060	10,070	10,712	10,551

COMPARISON, ELECTION COSTS PER VOTER  
AND PER VOTE CAST

	<u>Reg. Voters</u>	<u>Votes Cast</u>	<u>Expend- itures</u>	<u>Cost per Reg. Voter</u>	<u>Cost per Vote Cast</u>
11-4-69 - Municipal	324,128	199,200	\$577,226	\$1.76	\$2.86
6-2-70 - State Primary(Gov.)	337,127	214,943	495,911	1.47	2.78
11-3-70 - State General (Gov.)	372,032	262,398	681,615	1.83	2.60
11-2-71 - Municipal (Mayor)	340,414	258,227	720,000	2.12	2.78
6-6-72 - State Primary(Pres.)	368,357	234,840	660,717	1.80	2.81
11-7-72 - State General (Pres.)	426,338	317,717	872,820	2.05	2.75
11-6-73 - Municipal	337,065	202,237	656,034	1.94	3.24
6-4-74 - State Primary (Gov.)	350,380	198,508	581,766	1.66	2.91
11-5-74 - State General (Gov.)	369,005	228,586	792,098	2.14	3.04

Although San Francisco pioneered in the use of voting machines, having first used them to replace paper ballots in 1905, it became evident that the present equipment, most of which was acquired more than 40 years ago, should be replaced or another system of voting adopted, but the Voting Device Committee recommended retention of our present system, to be supplemented by paper ballots should the capacity of the machine be exceeded in future elections.



1 9 7 4 - 1 9 7 5

REGISTRAR OF VOTERS

Comparison of Expenditures  
Other than Personal Services

		<u>Budget</u> <u>Approp.</u>	<u>Actual</u> <u>Expend.</u>
200	Contractual Services	\$178,205.	\$277,075.
203	Allowance for use of employees cars	800.	1,911.
300	Materials & Supplies	4,887.	3,104.
400	Equipment	950.	955.
800	Fixed Charges	18,980.	18,255.
815	Insurance on Voting Machines	1,703.	1,703.

Comparison of Revenues  
with Budget Estimates

		<u>Budget</u> <u>Estimates</u>	<u>Actual</u> <u>Revenue</u>
6171	State Candidates Fees	-	-
7036	County Candidates Fees	\$1,435.	\$4,578.
7037	Miscellaneous	9,000.	9,320.



RECORDER  
1974-75 Annual Report

The Recorder's office, as required by law, receives for recording all papers or notices that may legally be recorded; makes and keeps a true copy of the original, indexes the same, and arranges the books of record and indices in suitable places to facilitate their inspection.

In January 1973 this office discontinued handwritten indexing and converted to EDP and a "single book" system. Instead of separate books for Grantors and Grantees, all parties are now listed alphabetically in a one book system. At the end of the year the index is transferred to microfiche, thus eliminating binding and storage of 32 large volumes. We will also merge successive years on microfiche so as to produce a single alphabetical listing for at least five years resulting in substantial savings in the storage space and elimination of bookbinding costs.

This new system has proven highly satisfactory and is well received by the public.

<u>RECEIPTS</u>	<u>1973-74</u>	<u>1974-75</u>
Recording fees	\$ 288,173.	\$ 284,882.
Special Service fees	19,773.	21,011.
Marriage certificate recording fees	35,670.	36,906.
Real Property Transfer Tax	<u>712,801.</u>	<u>726,161.</u>
	\$1,056,417.	\$1,068,960.
<u>EXPENDITURES</u>	<u>1973-74</u>	<u>1974-75</u>
Salaries	\$ 198,383.	\$ 208,813.
Other	12,673.	13,337.
Cash Register Replacement	<u>-</u>	<u>3,418.</u>
Excess, Receipts over Expenditures	\$ 845,361.	\$ 843,392.

We continue to provide "free" or "official" recordings, that is, the service rendered to war veterans, dependents of war veterans, compensation and pension claims, old age pension claims and miscellaneous Federal, State, City or other political subdivision recordings which service is required by State law to be performed without fees.



## Documents Filed and Recorded

The following are the principal classifications of the 85,091 documents filed and recorded during 1974-75. for comparative purposes, the list for the preceding fiscal year is included.

	<u>1973-74</u>	<u>1974-75</u>
Abstract of Judgments	3,402	3,530
Affidavits of Death	1,662	1,512
Agreements	311	384
Decrees	2,484	2,222
Deeds	16,491	14,885
Deeds of Trust and Mortgages	16,323	14,672
Military Discharges	246	227
Uniform Comm. Code Filings	7,611	6,496
Notice of Default	1,462	1,204
Reconveyances	14,404	12,715
Tax Liens - Federal	1,757	1,677
Miscellaneous	25,536	25,567
	<u>91,689</u>	<u>85,091</u>

### Comparison of Expenditures Other than Personal Services

	<u>Budget Approp.</u>	<u>Actual Expend.</u>
200 Contractual Services	\$7,338.	\$7,343.
300 Materials & Supplies	5,950.	5,994.
400 Equipment (Cash Register)	3,500.	3,417.
800 Dues	75.	75.

### Comparison of Revenues With Budget Estimates

	<u>Budget Estimates</u>	<u>Actual Revenue</u>
2300 Transfer Tax	\$700,000.	\$726,161.
7015 Recording Fees	290,000.	284,882.
7014 Marriage Certificate Recording Fees	17,000.	14,762.
7071 Misc. Copy Fees	15,000.	21,011.



# ANNUAL REPORT

## COUNTY CLERK

1974 -- 1975

The County Clerk's office serves as the ministerial arm and office of record of the Superior Court of the City and County of San Francisco. In addition, certain statutory indices are maintained; the principal ones are the Corporation Index, the Partnerships and Fictitious Names Index, and the Index of Notaries Public. Marriage Licenses are issued by this Department. Branch offices are located at the Hall of Justice, the Youth Guidance Center, and at San Francisco General Hospital.

During the Fiscal Year 1974-75 the County Clerk's Office at the City Hall was reconstructed. The counter was moved from a North-South direction to an East-West direction. A new public area was enclosed to give us better security on our files.

A new filing system was installed and we can now hold approximately 40% more files than we could, before they have to be moved to the warehouse.

A new Telephone answering system has been installed, with a telephone operator directing the calls to the various sections. This has improved the telephone service.

The Hall of Justice office with the aid of a Federal Grant now has a new open-shelf filing system like that located at the City Hall, plus micro-film equipment to microfilm our old as well as our current records.

Long range improvements of the County Clerk's office should improve the Telephone answering system. Additional personnel would be needed to give better service to the customers in the file section. We should have an accountant to do our books, inventory and ordering of supplies.

<u>3 Year Summary Comparison</u>	<u>1972 - 73</u>	<u>1973 - 74</u>	<u>1974 - 75</u>
Superior Court Proceedings			
Civil Actions and Petitions	14,349	14,561	15,284
Probate Petitions	3,724	3,603	3,511
Criminal Actions	2,173	2,803	2,065
Juv.Ptns.No.of Children	2,339	1,901	1,820
Mental Health Petitions	644	548	492
Appeals to Superior Court	397	543	473
Marriage Licenses Issued	6,642	5,947	6,251

Detailed operations of the various Divisions of the County Clerk's Office are on following pages:



# CASHIER'S DIVISION

The revenue from fees collected in 1974 - 1975 was \$660,054.00  
A comparative statement of fee revenue follows:

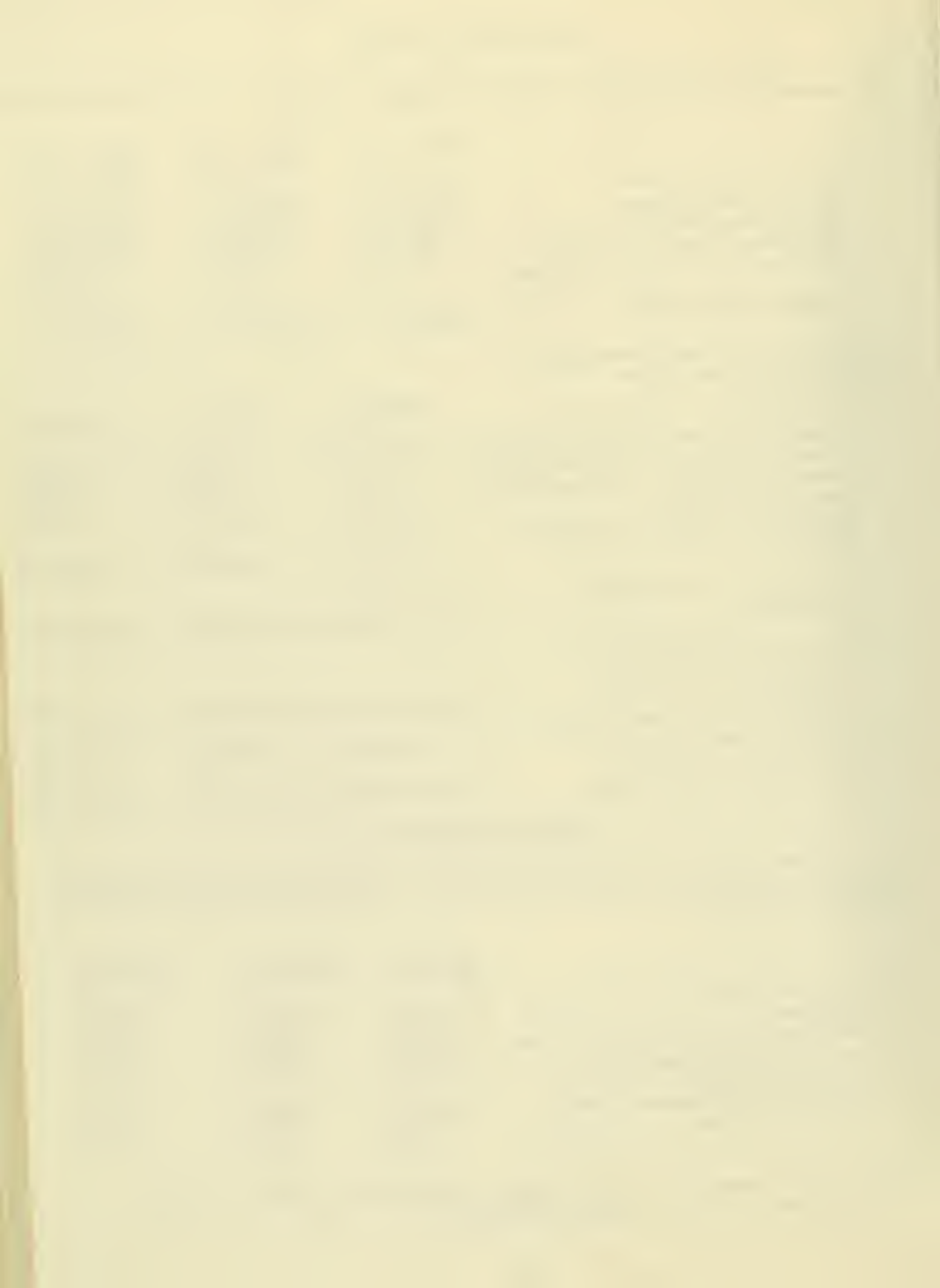
	<u>1972 - 73</u>	<u>1973 - 74</u>	<u>1974 - 75</u>
Probate Department	\$121,568.	\$112,742.	\$128,311.
General Department	279,258.	290,502.	364,127.
Civil Department	79,508.	89,941.	129,818.
Marriage License Dept.*	38,713.	35,662.	37,506.
Professional Registrations	362.	374.	292.
<b>TOTAL OFFICE FEES</b>	<b>\$519,409.</b>	<b>\$529,221.</b>	<b>\$660,054.</b>
Fines, Law Library Fees and Collections for other Departments:			
	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Juvenile Court Traffic Fines \$	19,173.	\$ 15,499.	\$ 12,455.
Crim.Dept.Fines & Forfeitures	95,976.	93,743.	116,417.
Peace Officers Training Fund	--	200.	1,519.
Law Library Fees	130,226.	143,415.	148,687.
Sup.Court Reporters Salary Fund	248,751.	257,250.	264,435.
<b>TOTAL FEES AND FINES COLLECTED</b>	<b>\$1,013,535.</b>	<b>\$1,068,874.</b>	<b>\$1,203,567.</b>
Trust Fund Deposits:			
Civil Crt.Deposits & Jury Fees	\$3,351,619.	\$2,161,217.	\$2,504,721.
Criminal Bail Deposits			
Cash & Bonds	109,768.	180,723.	122,947.
<b>TOTAL MONEY COLLECTED</b>	<b>\$4,474,922.</b>	<b>\$2,341,940.</b>	<b>\$2,627,668.</b>

# GENERAL DIVISION

New Civil actions filed during the past Fiscal Year totaled 15,284 compared with 14,561 in 1973-4. A listing of other types of filings follows:

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Civil Actions	14,349	14,561	15,284
Adoptions	239	232	207
Certificates of Incorporation	1,229	1,221	1,177
Cts. of Co-partnership & Fictitious Names	2,520	2,669	3,353
Official and Notarial Bonds	1,495	1,421	1,444
Oaths of Office	409	523	640

\*Marriage License and Professional Registration Fees are now collected by the Recorder's Office.



The following is a classification by character of Civil Actions Files:

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Personal Injury Cases			
by Motor Vehicles	3,385	3,516	3,487
Others	1,667	1,846	2,049
Dissolution	4,580	4,329	4,485
Annulment	182	143	125
Separate Maintenance	111	93	83
All other actions	<u>4,424</u>	<u>4,634</u>	<u>5,055</u>
TOTALS	14,349	14,561	15,284

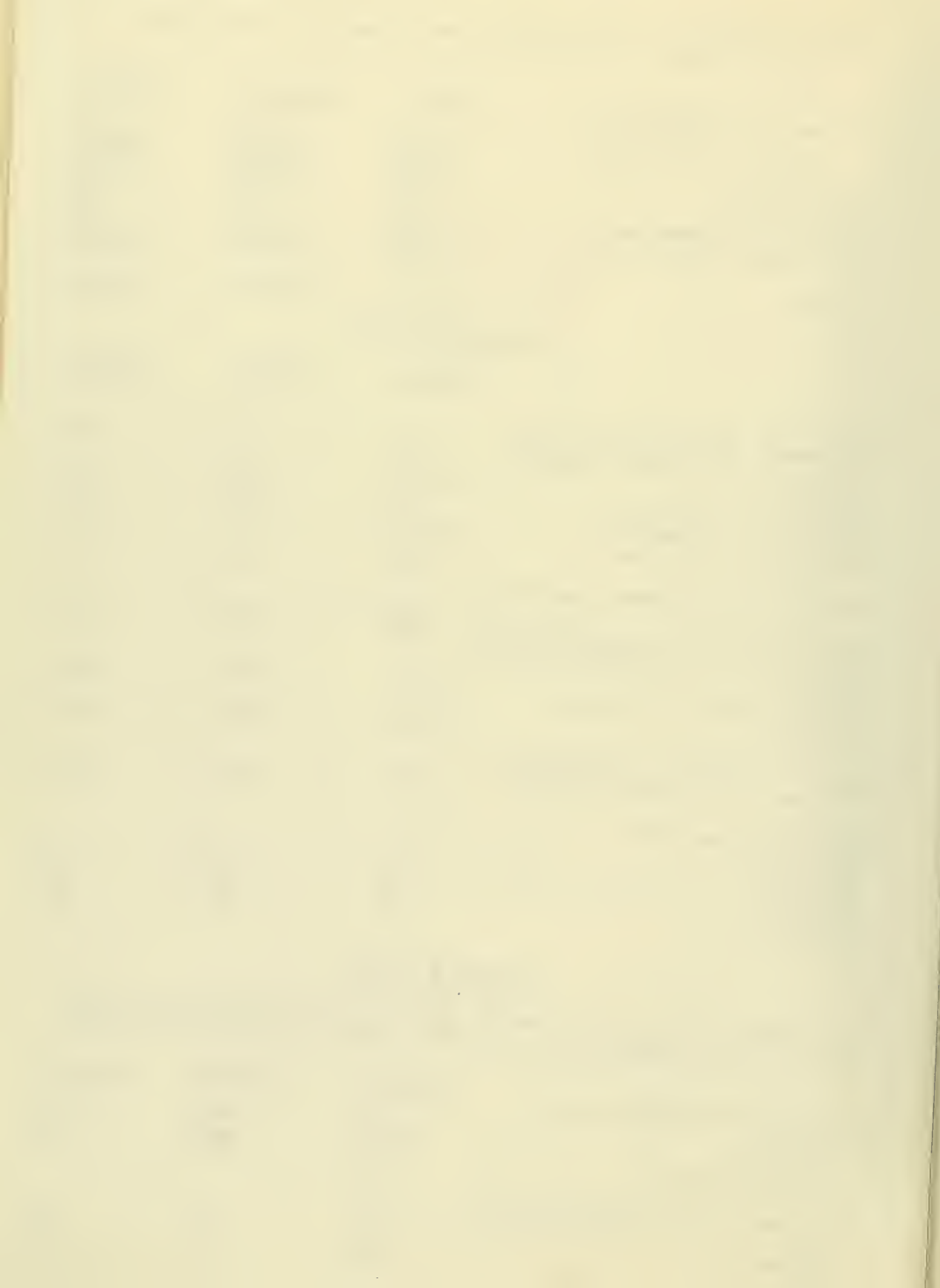
CIVIL DIVISION

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Disposition of Civil Actions:			
Judgments by Jury on Verdict	399	326	266
Judgments Misc. after Court			
Hearings	3,428	3,878	3,665
Judgments on Default	78	68	81
Dismissals by Parties	5,232	5,182	5,649
Transferred to other			
Jurisdictions	288	304	280
Separate Maintenance Judgments			
Granted	25	14	11
Annulments of Marriage Granted	206	163	161
Interloc. Decrees of Dissolution			
Granted	3,634	3,560	3,444
Final Decrees of Dissol.			
Granted	3,542	3,560	3,405
Appeals to District and Supreme			
Courts from Superior Court	292	294	322
Appeals Disposed of:			
Affirmed	77	61	94
Modified	4	2	1
Reversed	36	29	34
Dismissed	54	136	53

PROBATE DIVISION

New Estate, Guardianship and Conservatorship proceedings totaled 3,511 compared with 3,605 for the previous fiscal year.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Probate Proceedings Filed			
Testate	2,037	2,034	1,951
Intestate	1,049	934	964
Missing Persons	3	7	0
Guardianship Proceedings Filed			
Minor	131	127	89
Incompetent	183	189	141



PROBATE DIVISION (Cont'd)

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Guardianship Proceedings Filed (cont'd)			
Conservator	321	311	366
Letters Issued:			
Testamentary	1,834	1,830	1,783
Administration	734	701	736
Administration with Will Annexed	278	252	207
Special	150	123	125
Guardianship	419	277	254
Conservator	360	360	380

CRIMINAL DIVISION

Four courts hear criminal matters daily at the Hall of Justice. One is the Master Calendar Department and the other three are Trial Courts. Criminal Cases are also sent to the City Hall for trial. Two Civil Departments have been trying Criminal Matters.

Statistics below are based on Number of Defendants:

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
New Actions Filed	2,173	2,255	2,065
Informations	1,821	2,100	1,561
Indictments	60	52	81
Certified from Municipal Court for Judgment	82	165	259
Certified from Municipal Court for Hearing on Sexual Psychopathy	2	4	5
Petition for Certification of Rehabilitation	28	14	19
Certified from Municipal Court for Present Sanity (Hearing)	134	191	81
Certified from Municipal Court to Determine Narcotic Addiction	27	24	9
Petitions for Writs of Habeas Corpus	19	31	50

DISPOSITIONS OF CASES

Convicted after Pleas of Nolo Contendere	2	5	6
Convicted after Pleas of Guilty	2,049	1,879	1,685
Convicted after Court Trials	508	336	314
Convicted after Jury Trials	160	87	74
Dismissed	464	296	349
Transferred to Other Jurisdictions	2	3	3
Acquitted after Court Trials	217	175	0
Acquitted after Jury Trials	16	12	13
Sentenced to County Jail	23	20	21
Sentenced to State Prison	428	336	349
Sentenced by Fines	17	2	0
Committed to Youth Authority	79	51	58
Committed as Sexual Psychopaths	11	5	5
Committed as Insane	119	173	80



CRIMINAL DIVISION (Cont'd)

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
<u>DISPOSITIONS OF CASES (cont'd)</u>			
Probation Granted Incl.			
Conditional Probation	1,651	1,365	1,374
Certification of Rehabilitation	28	5	4
Committed RE: Narcotic Addiction	318	266	148

FINES & BAIL FORFEITURES COLLECTED

Fines and Assessments	\$ 3,380.	\$ 5,950.	\$ 950.
Bail Forfeitures	\$90,575	\$115,850.	\$71,500.

APPEALS TO STATE APPELLATE COURT

Pending at Beginning of Year	203	203	176
Filed During the Year	187	164	151

DISPOSITION OF APPEALS

Affirmed	86	133	113
Reversed	9	10	9
Dismissed	42	40	33
Pending	203	176	128
Modified	4	8	5

Coroner's Transcripts Filed	62	26	26
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JUVENILE COURT DIVISION

The Juvenile Court meets every week day at the Youth Guidance Center, 375 Woodside Avenue, San Francisco. Statistics follow:

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Petitions Filed:			
Petitions for Comm.of Dependent Children	421	413	450
Number of Children	566	526	548
Petitions Filed on Delinquent Children	1,773	1,901	1,820
Number of Children	1,773	1,901	1,820
Hearings by the Court:			
Detention	58	20	132
Special	608	657	759
Abandonments	38	47	46
Number of records sealed	197	327	289
Juvenile Traffic Hearings:			
Moving Violations	5,250	4,580	4,896
Fines Collected	\$19,243	\$16,532	\$18,390



# STATE HOSPITAL COURT DIVISION

The State Hospital Court meets at 2:00 P.M. every week day Francisco General Hospital, 2450 Twenty-Second St. The Court Clerk is in attendance from 8 A.M. to 5 P.M. Monday through Friday.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Alleged Mentally Disordered Persons:			
Filings	636	534	450
Conservators appointed	137	319	222
Post-certified (90 days)	0	0	0
Discharged	499	651	656
Intemperance (No drug petitions):			
Filings	8	14	42
Conservator appointed	6	9	27
Discharged	2	5	15
Mentally Retarded:			
Filings	0	0	0
Committed	0	0	0
Discharged	0	0	0

## APPELLATE DIVISION

Three Judges of the San Francisco Superior Court, appointed by the Judicial Council, sit every Friday morning as the Appellate Department of the Superior Court. Appeals from the Municipal Court, Criminal and Civil, are heard by this division. Appeals from the Small Claims Court are retried from the beginning.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Civil Appeals from Municipal Court			
Filed during the Year:	69	71*	70
Disposition of Appeals:			
Affirmed	36	21	30
Reversed	15	12	9
Dismissed	18	22	12
Rehearings Denied	9	4	6
Under Submission or Pending	3	8	2
Criminal Appeals from Municipal			
Court Filed During the Year:	83	200**	58
Disposition of Appeals:			
Affirmed	32	33	17
Reversed	14	15	3
Dismissed	22	106	46
Pending	13	34	0
Abandoned	4	3	0
Rehearing Denied	4	7	0

\*Includes 19 Motions to Dismiss

\*\*Includes 26 Motions to Dismiss



APPELLATE DIVISION(Cont'd)

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Appeals from Small Claims Court:	245	345	362
Disposition of Small Claims Appeals:			
Affirmed	170	256	249
Reversed	39	42	42
Dismissed	16	21	18
Under Submission or Pending	8	15	31
Abandoned	0	11	1

LICENSE DIVISION

	<u>1972-73</u>	<u>1974-75</u>	<u>1974-75</u>
Marriage Licenses Issued	6,642	5,947	6,251
Professional Registrations	149	187	146

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## RECORDS PRESERVATION OFFICER

1974-75

The Administrative Code (Sec. 8.9-8.11) specifies that the "public interest demands that various City and County records which would be essential to the continuity of government and the protection of rights and interest of individuals in event of a major disaster be preserved against possible destruction by fire, earthquake, flood, enemy attack or other cause."

The code names the Chief Administrative Officer, or the head of any department under his jurisdiction as designated by him, to serve as Records Preservation Officer. The Chief Administrative Officer delegated this duty to the Director of Finance and Records.

San Francisco lost most of its vital records in the 1906 earthquake and fire. It took many years and innumerable court actions to reconstruct them. Today, many important records have been safeguarded through preservation copies. Included are birth, marriage and death records; property documents; Superior Court judgments, decrees, wills and jury verdicts; Board of Supervisors' ordinances, resolutions and journals; and minutes, maps, engineering drawings, customer records, and various other records in various departments.

Microfilming enables keeping in the department the official copies of old records, rather than having them stored at the Records Center or some other remote location. In addition to convenience, the saving in space is about 95 per cent. The microfilming expense is borne by the department having custody of the record. The cost to produce a 16 mm microfilm image is approximately one cent per page for letter size paper records and legal size documents.

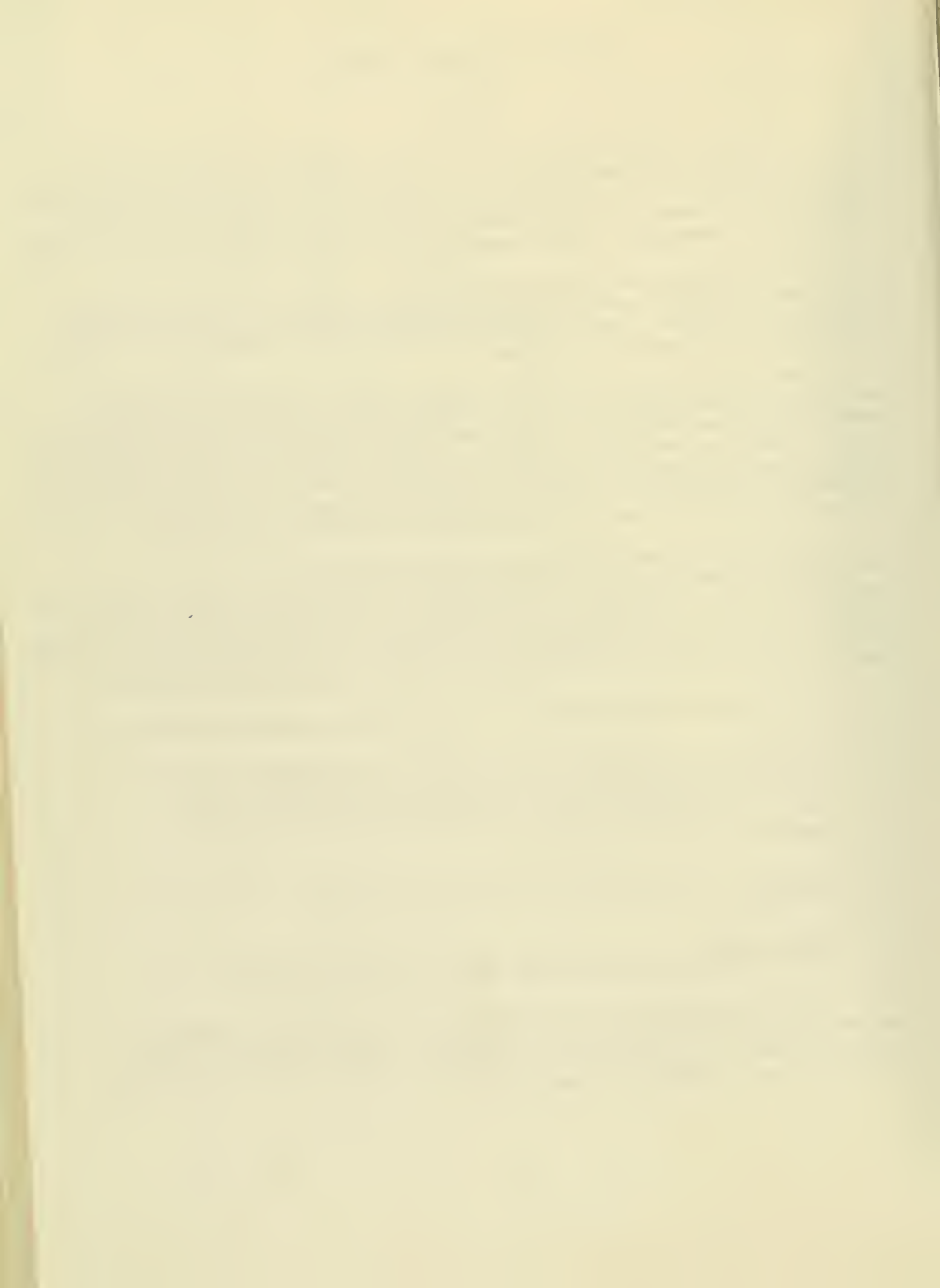
The three recommended methods for preserving essential records are:

MICROFILM -- A microfilm copy replaces the department's original copy for daily office reference; a second microfilm copy is stored in the Records Center's Underground Vault as a security copy. The original paper copy is destroyed after certain approvals have been obtained.

DISPERSAL -- A duplicate copy (carbon, mimeograph, photo-copy, microfilm, etc.) is stored at a remote location.

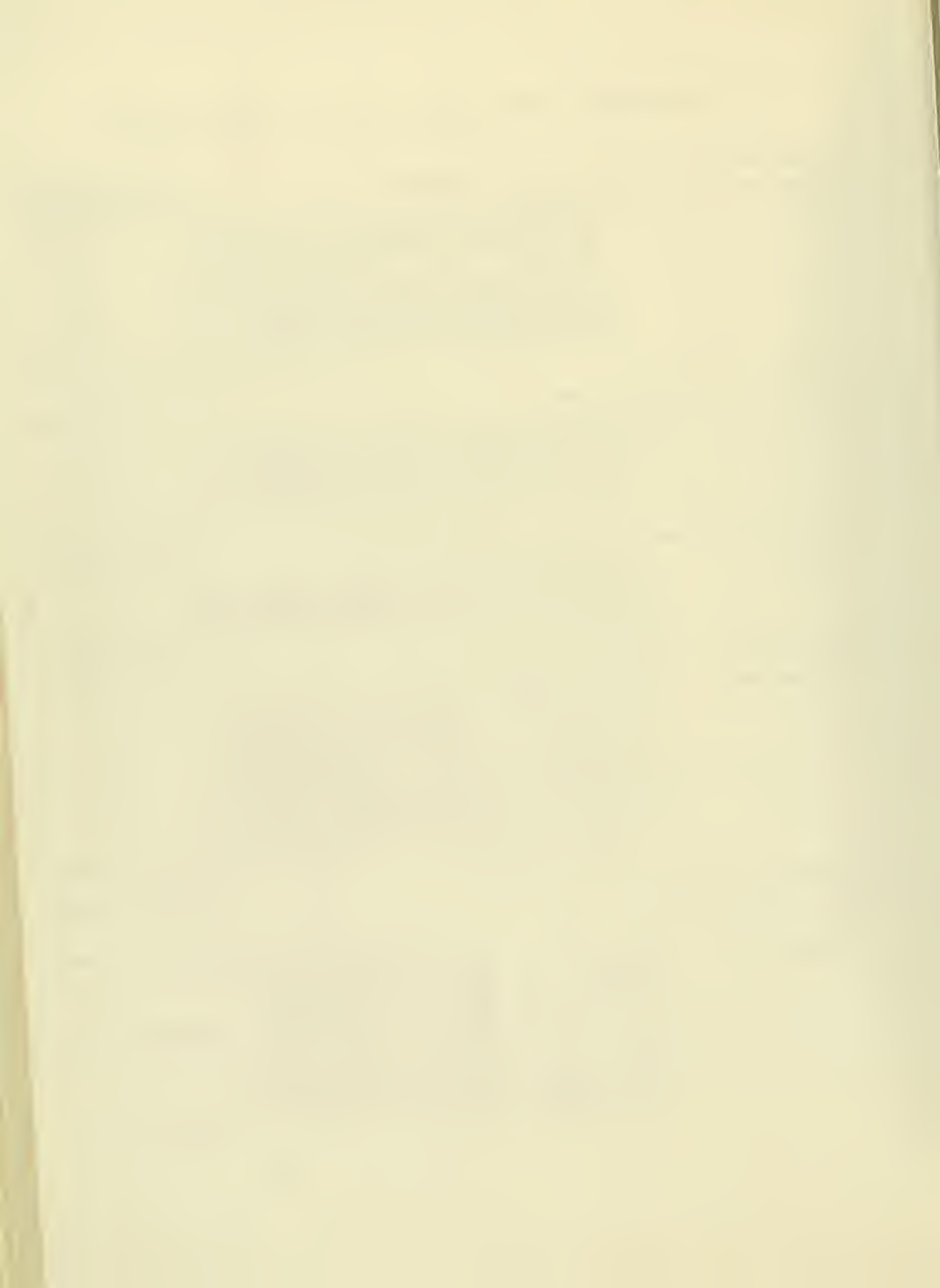
OFFICE VAULT -- If a fireproof office vault is available, this should provide reasonable security for essential records.

The Records Preservation Officer assists in every way possible in the developing of records preservation program. Funds required for such activities must be requested by the department, office, board or commission through the usual budgetary channels.



INDEX OF MICROFILM IN STORAGE, CITY AND COUNTY OF S.F. AS OF AUGUST, 1975

Department	Description	No. of Rolls Stored	Where
Airport Commission Assessor	Drawings Block Map Tracings 1 to 172, 176 to 7281. Land Valuation Maps 1 to 7248. Supplemental Maps 2540, 2541, 5814, 5855 (out of sequence). Building Maps 1 to 7281, 3892 ( " " " ). Marine Survey Calculations; Documented Assessable 24485 to 241527, Exempt 3226 to 217844 and 217860 to 241578; Assessable 28A1 to 28U852; Inactive 5488 to 28B679, 28B689 to 28U237; Sailboats S81 to S8428. Real Estate Rolls Block 464 Lot 2 to Block 7281 Lot 2.	1.50  38.75	Felton  Felton
Calif. Palace Legion of Honor	Catalogues	.25	Felton
City Planning Commission	Minute Books and Resolutions for yrs. 1918-1972. Sanborn Maps and Notes yr. 1919. Land Use Maps for yrs. 1919, 1937, 1947, 1971. Building Setback Cards. Number 1 and Number 2 Blocks 1 to end. Volumes 1 to 32 and 36 to 44. Official Setback Block Maps. Zone Maps.	52.00	Felton
Civil Service Commission	Various Departmental Payroll Cards	8.00	Felton
Controller	Warrant Registers. Appropriation Ledgers. Real Property Ledgers. Tax Redemption Ledgers. Redeemed Property Ledgers. General Funding Ledgers. all for yrs. 1941-42.	18.00	Felton
DeYoung Museum	Catalogue of Collection. Loan Collection	3.75	Felton
Education, Board of	Various Transcripts, Graduations, Withdrawals, Scholastic Records and Enrollment Cards for Various Schools for yrs. 1922 to 1973. School Board Minutes and Briefs of Meetings and Transcripts yrs. 1905-1972. Division of Accounts, Warrants yrs. 1926-27 to 1967-68. Payroll Dept., Demands for Substitute Teachers yrs. 1925-1970. Bureau of Attendance, Census Cards yrs. 1927-1967. City College, Various Records yrs. fall 1955 to fall 1969. Certified Personnel and Salary Evaluation, Various Data from yrs. prior to 1945 to 1970.	2,592.00	Felton
Electricity, Department of	Contractors' Deposits.	1.00	Felton
Finance and Records, Dept. of County Clerk	Civil Judgements. Civil and Probate Register of Actions	98.00	Felton
Recorder	Lis Pendens 1-115. Misc. Historical Maps. Official Records 1-7092. "A" Series 1-999. "B" Series 1-403. Deeds 1-1157. Mortgages 1-150. Covenants 1-62. General Index (Grantor-Grantee) yrs. 1905-1952.  Duplicate Negatives "20946-999. "4374-550. "5040-945. Release of Mortgage 1-113. Assign of Mortgage 1-11. Personal Property 1-18. Leases 1-56. Liens 1-87. Mortgages 151-572. Misc. 1-96. Homesteads 1-12 Official Records 7092-7558.	4,434.00  1,164.00	Felton  Tahoe



INDEX OF MICROFILM IN STORAGE, CITY AND COUNTY OF S.F. AS OF AUGUST, 1975

Department	Description	No. of Rolls	Where Stored
Finance and Records, Dept. of. continued			
Tax Collector	Various License Cards and Ledgers. Cashiers Division. Checks for yrs. 3-30-66 to 5-21-68.	88.75	Felton
Law Library	Accession Books Vol. 1-18. Mills Branch Accession Books Vol. 1-4. Librarian and Treasurer's Annual Reports. Trustee Minute Books.	12.00	Felton
Municipal Court	Register of Actions Vol. 46-183, January 1933 to November 1943.	55.00	Felton
Public Health, Dept. of Health Services	Various Birth and Death Records for various dates between 1865 and 1943.	16.25	Felton
Public Utilities Commission Bur. of Light, Heat, Power	Construction Record Drawings. Record Cards.	2.00	Felton
Hetch Hetchy	Drawings	6.50	Felton
Municipal Railway	Survey Drawings. Track and Special Work Drawings. Trolley and Feeders. Misc. Maps and Drawings.	4.50	Felton
Water Department	Main Pipe Records and Maps. Tap Records, numerically and by streets. Profile Drawings. Water Department Journal.	79.00	Felton
Public Works, Department of Bureau of Bldg. Inspec.	Building Plans. Microfilm Job Cards. Engineering Data	923.00	Tahoe
Engineering Office	Various Tracings, Grade Ordinances, Sidewalk Width Ordinances and Precise Level Benchmarks. Indexes of Lot Survey Diagrams, and Monuments. Street and Sewer Examination Sheets. W.F.A. Project Maps.	64.75	Felton
Sewer Repair Division	Drawings, Maps, Sewer Repairs and Breaks.	7.00	Felton
Recreation and Park Comm.	Recreation and Park Commission Minutes, various yrs. 1908-1956.	6.50	Felton
Retirement System Board	Member Contribution Cards, yrs. 1939-40 to 1943. Retired Cards F23B, all. Investment Cards, Alameda through S.F. 4th Water. Soundex Index all of letter "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", "M", "N", "O", "P", "Q", "R", "S", "T", "U", "V", "W", "X", "Y", "Z". General Ledger, 1941-42 and Bond Data Sheets as of 6/30/42.	7.00	Felton
Sheriff	Ledgers, Book 25-End.	3.75	Felton
Supervisors, Board of	Resolutions: 1-35633 New Series, 1-24052 Code Series, 1-18623 Series of 1939, 1-58 to 1106-58, 1-59 to 842-59, 1-60 to 832-60, 1-61 to 815-61, 1-62 to 767-62, 1-63 to 715-63, 1-64 to 656-64, 1-65 to 835-65, 1-69 to 904-59. Ordinances: 1-9147 New Series, 1.00 through yr. 1938, 1-10524 Series of 1939, 1-58 to 697-58, 1-59 to 673-59, 1-60 to 537-60, 1-61 to 307-61, 1-62 to 317-62, 1-63 to 314-63, 1-64 to 350-64, 1-65 to 107-65, 1-66 to 865-66, 1-69 to 377-69	82.00	Felton



# RECORDS CENTER

1974-75

THE RECORDS CENTER WAS ESTABLISHED BY BOARD OF SUPERVISORS' ORDINANCE NO. 7070 IN 1951 TO STORE, MANAGE AND SAFEGUARD THE CITY RECORDS, AND TO ACT AS A SERVICE AGENCY TO CITY DEPARTMENTS AT NO COSTS TO THE DEPARTMENTS. IT IS OPERATED BY THE SUPERINTENDENT OF RECORDS, TWO GENERAL CLERKS AND TWO TEMPORARY GENERAL CLERKS.

STATISTICS REGARDING RECORDS IN STORAGE AND REFERENCES FOR FISCAL YEAR 1974-75 FOLLOW:

<u>RECORDS IN STORAGE</u>		<u>REFERENCES TO STORED RECORDS</u>	
<u>PAPER RECORDS AND BOUND VOLUMES</u>	<u>CUBIC FEET</u>	<u>TYPE</u>	<u>% PER CU. FT. OF STORAGE</u>
<u>144 TOWNSEND</u>	<u>35,044</u>	<u>RETRIEVING RECORDS FROM STORAGE FOR:</u>	
		VISITORS' PERUSAL	702 2
		GIVING INFORMATION OVER TELEPHONE	2,025 5.6
		DELIVERY TO AND FROM CITY HALL	15,945 44.3
		INTERFILING LOOSE DOCUMENTS	12,399 34.5
2650 GEARY	911		
TOTALS	35,955		31,071 86.4

THE ACCEPTED STANDARD RATIO OF REFERENCES TO CUBIC FEET OF STORED MATERIAL IN A RECORDS CENTER IS NO MORE THAN ONE TO FOUR. THE SAN FRANCISCO CITY AND COUNTY RECORDS CENTER'S RATIO IS FOUR TO FIVE. THIS IS BECAUSE THE COUNTY CLERK'S OFFICE STORES ITS OVERFLOW RECORDS HERE BECAUSE OF LACK OF SPACE IN THAT OFFICE.

AUTHORIZATION FOR DESTRUCTION OF THE VERY OLD, USELESS RECORDS STORED AT THE GEARY STREET CARRIAGE HAS BEEN GIVEN. WHEN THESE ARE DESTROYED, WE WILL HAVE NO RECORDS STORED THERE. DURING THE FISCAL YEAR 1974-75 WE DESTROYED 4,187 CUBIC FEET OF RECORDS AND RECEIVED 23,396 CUBIC FEET.

BECAUSE THE PRESENT PREMISES OF THE RECORDS CENTER ARE VERY POORLY MAINTAINED AND THOROUGHLY INADEQUATE, IT IS HOPED THAT DURING THE ENSUING FISCAL YEAR WE WILL BE ABLE TO RELOCATE IN MORE SUITABLE QUARTERS.



FOLLOWING IS A COMPARISON OF 1974-75 EXPENDITURES FOR ALL APPROPRIATIONS (OTHER THAN PERSONAL SERVICES) WITH BUDGET APPROPRIATIONS. FOLLOWING THAT IS A BREAKDOWN OF RECORDS BY DEPARTMENTS.

<u>C.E.</u>	<u>APPROPRIATION</u>	<u>EXPENDED</u>
201	LOCAL FARES	240.00
		153.25
202	FREIGHT	1200.00
		1134.22
218	MAINTENANCE	100.00
		98.16
224	REPRODUCTION	40.00
		32.32
232	TELEPHONE	400.00
		450.49
275	MATERIAL & SUPPLIES	450.00
		449.98
400	EQUIPMENT	180.00
		0
800	RENT	18100.00
		16293.78
854	DUES	27.00
		27.00
		<u>20737.00</u>
		18639.20

RECORDS IN STORAGE AS OF  
JUNE 30, 1975

	<u>PAPER RECORDS</u> <u>(CUBIC FEET)</u>	<u>1974-75</u> <u>REFERENCES</u>
ADULT PROBATION DEPARTMENT	855	7,118
ASSESSOR	353	336
CHIEF ADMINISTRATIVE OFFICER	8	19
CITY ATTORNEY	372	164
CITY PLANNING COMMISSION	268	217
CIVIL SERVICE COMMISSION	1406	31
CONTROLLER	4632	
DISTRICT ATTORNEY	26	
FAIR EMPLOYMENT	4	
FINANCE AND RECORDS, DEPT OF:		18,373
COUNTY CLERK	12,514	
RECORDER	237	
REGISTRAR OF VOTERS	14	74
PUBLIC ADMINISTRATOR	546	228
TAX COLLECTOR	383	
WEIGHTS AND MEASURES	4	



RECORDS IN STORAGE AS OF  
JUNE 30, 1975

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	PAPER RECORDS (CUBIC FEET)	1974-75 REFERENCES
MAYOR	12	
MUNICIPAL COURT	2,646	2,121
PERMIT APPEALS, Bd. OF	58	
PUBLIC DEFENDER	93	134
PUBLIC HEALTH, DEPT. OF:		
CHILD PSYCHIATRIC CLINIC	227	12
CITY CLINIC	359	46
CRIPPLED CHILDREN'S SERVICES	119	83
LAGUNA HONDA HOSPITAL	379	20
S.F. GENERAL HOSPITAL	3,618	131
OTHER HEALTH SERVICES	348	109
PUBLIC UTILITIES COMMISSION:		
GENERAL OFFICE	125	4
HETCH HETCHY	317	6
MUNICIPAL RAILWAY	31	10
PUBLIC WORKS, DEPT. OF:		
ARMY STREET OFFICE	409	9
BUR. OF ARCHITECTURE	140	11
BUR. OF BLDG. INSP.	46	50
ENGINEERING OFFICE	189	
SEWER REPAIR DIV.	3	
PURCHASING DEPT.	1,878	315
REPRODUCTION BUREAU	8	
REAL ESTATE DEPT.	105	
RETIREMENT SYSTEM Bd.	108	
SHERIFF	691	500
SOCIAL SERVICES	1,240	374
SUPERVISORS, BOARD OF	741	335
ASSESSMENT APPEALS Bd.	111	27
YOUTH GUIDANCE	354	
	<hr/> 35,955 <hr/>	<hr/> 31,071 <hr/>



## PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN (1974-1975)

### Public Administrator

The Public Administrator is an officer of the County Government as described in Section 24000 of the Government Code and is provided for in the Charter of the City and County of San Francisco. The purpose of the office is to provide for the protection of the property of deceased persons and for the protection of the interests of heirs and creditors in such property.

The duties of the Public Administrator as both a conservator and an administrator of the estate of deceased persons is set forth in Section 1140 of the Probate Code, as follows: "The Public Administrator of each county must take immediate charge of the property within his county of persons who have died when no executor or administrator has been appointed and in consequence thereof the property, or any part thereof, is being wasted, uncared for or lost; and of all estates ordered into his hands by the Court. He shall apply for letters of administration upon estates of decedents who have no known heirs when the Superior Court of his county has jurisdiction thereof, and may apply for such letters upon any other estates upon which he is entitled to administer."

All functions pertaining to each estate are handled by the office staff. These functions include - the investigation, making funeral arrangements, applications for letters, collection of all assets, payment of all legal debts, sales of real and personal property, filing and defending suits, obtaining all county, state, and federal tax clearances, and distribution to heirs and the State of California. A complete and thorough investigation must be made of each estate reported - without a proper investigation there could be a loss of revenue to the county as well as a loss to the creditors and heirs.

### Personnel and Related Problems

For the past eight years our case backlog continues to increase. On June 30, 1975, there were 2,519 pending Public Administrator probate cases - the maximum number of open cases should be less than 800. The basic cause for this problem is a shortage of personnel. Reference to this situation has been made in prior reports and our efforts to keep the staffing at the proper level have been unsuccessful. A daily attendance graph shows that the clerical staffing is still below 80% of the budgeted allowance.



Until such time as the Public Administrator-Public Guardian Office is fully staffed, it will be impossible, not only to clear up the case backlog, but we will be unable to process the current cases within a reasonable time. During the past year, there has been an unusual number of large estates and an increase in real property holdings. The additional detail and services required justify not only the fully budgeted staff, but also additional staffing. As has been stated many times, the net result of the present situation is that the fees and commissions which are due when an estate is closed, and which are deposited in the General Fund, are being deferred indefinitely.

An audit or a systems personnel review should be initiated so that necessary adjustments can be made to permit this office to function for the best interests of the heirs, creditors, wards, and the City and County of San Francisco.

### Investigation of Cases

Approximately 40% of the cases investigated are administered by the Public Administrator's Office. The remaining 60% either have no assets or are turned over to the named executor or administrator who may have a priority to serve. The above is one of the service functions of this office.

### 5 Year Workload Comparison

	1971-72	1972-73	1973-74	1974-75	1975-76
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimated</u>
Estates Investigated	1,275	1,281	1,269	1,164	1,200
New Estates Opened	475	458	436	394	400
Final Accounts Filed	125	186	267	192	300
Discharges Filed	331	283	627	310	400
Open Estates (End of Year)	2,451	2,626	2,435	2,519	2,500
Permanent Positions	16	16	16	16	16
Revenue from Fees	\$181,500	\$294,508	\$228,425	\$263,926	\$250,000
Operating Expenses	242,700	237,506	248,073	270,600	328,000
Net Revenue	[61,200]	57,002	[19,600]	[6,700]	[82,000]

The Public Administrator's Office has been self-supporting and, as a matter of fact, has produced a profit for the City and County of San Francisco out of the revenues received from the estates of decedents. These revenues pay not only for the services in the general estates, but also for the free services provided in investigating decedents' deaths where no estates are ever opened by the Public Administrator.



## Efficiency of Administration

The fact that the Public Administrator does receive statutory fees in the general probates also imposes some obligation on him to the heirs and creditors to at least give them the same attention as would private administrators. Heirs are frequently prepared to be critical of the Public Administrator's Office, especially in those cases in which they have been denied the right to probate the estate because of their non-residence. They feel, that if they had been allowed to administer the estate, they could do a much more efficient job and a much speedier job than the Public Administrator. As a matter of fact, the Public Administrator's Office would not bow to any other administrator whether a corporate institution, such as a bank, or a private individual, as to the efficiency and speed with which probate matters are administered.

The public, of course, is not aware of this, and the constant problems of attempting to please the unreasonable as well as the reasonable segments of the public means that every step must be taken that will insure a more efficient use of the staff. Actually, most expenditures which could be made to increase efficiency would, in fact, not be additional expense, but rather an investment to return more income to the City. There is every indication that the number of cases and the amount of money to be returned in estates will, during the years, continue to increase. The sooner these cases can be processed to completion, the sooner the fees are returned to the City Treasury.

## 12 Year Comparison - Expenditures and Revenues

<u>Fiscal Year</u>	<u>Actual Expenditures</u>	<u>Actual Revenue</u>	<u>Difference</u>
1963-64	\$149,160	\$215,610	\$ 66,450
1964-65	154,996	193,442	38,446
1965-66	166,276	192,645	26,369
1966-67	162,120	257,552	95,432
1967-68	166,800	309,723	132,923
1968-69	187,144	265,484	78,340
1969-70	199,347	219,713	20,366
1970-71	217,351	191,759	[25,592]
1971-72	242,700	181,500	[61,200]
1972-73	237,506	294,508	57,002
1973-74	248,073	228,425	[19,600]
1974-75	270,608	263,926	[6,700]

## Public Guardian

The office of Public Guardian was created in San Francisco County on July 1, 1960, under authority of Section 5175 of the



Welfare and Institutions Code of the State of California. On July 1, 1960, the Public Administrator became ex-officio Public Guardian. The purpose of the office is to provide a public officer to serve, when needed, as guardian of the person and/or estate.

The Public Guardian, like any other guardian appointed by the Court, has the care and custody of the person of his ward and the management of his estate until legally discharged, or in case of the guardianship of a minor, until the minor reaches the age of majority, or the ward marries at 18 or over. The guardian must pay the ward's just debts as far as the estate is able, if necessary, selling the ward's real property or borrowing on it. He must demand, sue for and collect all debts due the ward. He must appear for and represent the ward in all actions or proceedings. He must manage the ward's estate frugally and without waste and apply the income as far as necessary to the convenience, suitable support, maintenance, and age of the ward.

He must file an inventory of all the estate's assets, together with an appraisal of the assets, unless the estate consists of money only, or money and other personal property of a market value of less than \$50.00. He must file periodic accounts for approval by the Court. Upon the death of the ward, if no probate of the estate is necessary, the funeral and last illness expenses may be paid, and after such payment of these expenses and of the fees of the Public Guardian, a balance of cash remains in the estate, this may be delivered to the heirs at law under Section 630 of the Probate Code, or delivered to the Public Administrator for administration.

The Public Guardian program has been in operation for fifteen years. The program is beneficial both to the ward and to the county. The ward is benefited by the personal attention of this office. The county is benefited by the payments for hospitalization and for back obligations of the ward. Without the Public Guardian program these incompetent people would be unable to collect welfare assistance, Social Security, and other pensions or benefits to which they are entitled.

#### Eases Crowded Hospital Condition

Where possible and when it appears to be in the best interest of the wards, they are moved from the county facilities to private rest homes. This provides additional beds at the San Francisco General Hospital for patients who are more in need of medical assistance.



### Workload Comparison

	<u>1971-72</u> <u>Actual</u>	<u>1972-73</u> <u>Actual</u>	<u>1973-74</u> <u>Actual</u>	<u>1974-75</u> <u>Actual</u>	<u>1975-76</u> <u>Estimated</u>
Applications					
Investigated	1,198	1,377	1,185	1,351	1,200
Total Wards as					
of June 30	452	437	424	409	400
New Wards					
during Year	85	74	66	71	60
Guardianships					
Terminated	135	90	79	86	75
Expenditures	\$187,830	\$182,297	\$179,600	\$193,320	\$230,710
Benefits to					
County	\$1,714,200	\$1,715,000	\$1,530,000	\$1,527,000	\$1,440,000
Revenues from					
Fees	\$109,200	\$93,274	\$87,900	\$94,130	\$80,000

### Fees

The Welfare and Institutions Code provides that the Public Guardian may be awarded fees by the Judge of the Superior Court on the filing of his accounts. The fees for the last fiscal year amounted to \$94,130.00. These fees are in addition to other benefits, both direct and indirect, received through this program.

### Present and Anticipated Future Requirements

The workload of this office is continually increasing due to four situations: [1] Burial of the indigent dead; [2] investigation and burial arrangements of competent persons who die outside the County and who are recipients of Welfare benefits; [3] the inability to cover about 18 weeks of vacation time of employees directly involved in preliminary investigations; and [4] the increased responsibility for proper management of real property under the jurisdiction of the Public Administrator-Public Guardian.

The other situation which affects the workload is the continuing practice by the Department of Social Welfare and the County Hospitals of placing competent patients in nursing and convalescent homes in other counties [Alameda, Contra Costa, Napa, Solano, San Mateo, Marin, Sonoma]. Since these persons are involuntarily removed, they are residents of San Francisco and the other counties will not assume liability for their burial.

In connection with real property, the occurrence of "breakins", the involvement with code enforcement and complaints from tenants and neighbors has and will continue to consume considerable time. This problem has increased during the past two years.



A changing factor in the operation of the Public Guardian is the type of case. Originally, the program assisted people with very few assets. These people, due to their general condition, were unable to collect the various benefits due to them. The Public Guardian, when appointed, would collect all available benefits and thereby greatly reduce the City and County cost of care. Presently many of our newer cases are persons with assets (including real property). The time devoted to the investigation and to the Guardianship has increased greatly. Further evidence of the changing type of Guardianship is reflected by the substantial increase in fees awarded by the Court.

#### New Procedures and Forms

It is the opinion of the Public Administrator that the increased workload of the office, as pointed out in prior reports, can be offset, short of increased personnel and budget, only by the use of streamlined procedures and forms. He has, over the last few years, instituted a program to revamp all procedures and all forms in the office. In the past year, substantial steps have been taken in this direction. In connection with procedures, an Estate Master Control Register has been initiated so that by reference to it, it may be immediately determined what estates are pending, are being processed at the average time, or those estates that have been opened unduly long.

A new personal property control system has been initiated so that there is a better and more complete record of personal property coming into the hands of the Public Administrator. The investigator's report form has been completely revamped and modernized and through the use of codes contains all of the material information on most investigations in one page.

There was an additional workload involved, but all of the planning for the above procedures and forms has been done outside of regular working hours by "Z" Classification employees.

Also, the Semi-Annual Report, which must by law be published by the Public Administrator, has been streamlined and reduced in form and content. Over the years, this will result in a substantial savings of publication expense.



PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN  
EXPENDITURES 1974-75

	<u>Total</u>	<u>P.A.</u>	<u>P.G.</u>	<u>Pro Ratio Basis</u>
110 Permanent Salaries	338,161.93	198,386.06	139,775.87	58.7%/41.3%
111 Overtime	-0-	-0-	-0-	
116 Compensation in Lieu of Sick Leave	1,133.45	1,133.45	-0-	
200 Contractual Services	23,065.02	13,731.81	9,333.21	59.5%/40.5%
216 Maintenance of Auto	1,664.91	820.20	844.71	
300 Materials and Supplies	4,157.53	2,855.89	1,301.64	68.7%/31.3%
800 Fixed Charges - Rent	28,987.20	14,493.60	14,493.60	50%/50%
800 Fixed Charges - Retirement	48,336.72	28,373.65	19,963.07	58.7%/41.3%
800 Fixed Charges - Social Security	13,910.27	8,165.33	5,744.94	58.7%/41.3%
800 Fixed Charges - Health Service	4,511.18	2,648.06	1,863.12	58.7%/41.3%
TOTAL	<u>463,928.21</u>	<u>270,608.05</u>	<u>193,320.16</u>	

APPROPRIATIONS 1975-76

110 Permanent Salaries	404,932.00	237,695.00	167,237.00	58.7%/41.3%
111 Overtime	400.00	400.00	-0-	
120 Temporary Salaries	500.00	500.00	-0-	
200 Contractual Services	22,175.00	13,194.00	8,981.00	59.5%/40.5%
216 Maintenance of Auto	700.00	350.00	350.00	50%/50%
300 Materials and Supplies	5,418.00	3,722.00	1,696.00	68.7%/31.3%
400 Equipment	200.00	200.00	-0-	
800 Fixed Charges - Rent	34,250.00	17,125.00	17,125.00	50%/50%
800 Fixed Charges - Retirement	65,757.00	38,599.00	27,158.00	58.7%/41.3%
800 Fixed Charges - Social Security	20,370.00	11,957.00	8,413.00	58.7%/41.3%
800 Fixed Charges - Health Service	8,006.00	4,700.00	3,306.00	58.7%/41.3%
TOTAL	<u>562,708.00</u>	<u>328,442.00</u>	<u>234,266.00</u>	



# PUBLIC ADMINISTRATOR - PUBLIC GUARDIAN

## COMPARISON OF EXPENDITURES WITH APPROPRIATIONS 1974-75

<u>Appropriation</u>	<u>Budget</u>	<u>Expenditure</u>	<u>Under/[Over] Expended</u>
110 Permanent Salaries	378,110.00	338,161.93	39,948.07
111 Overtime	400.00	-0-	400.00
116 Compensation in Lieu of Sick Leave	-0-	1,133.45	[1,133.45]
120 Temporary Salaries	1,000.00	-0-	1,000.00
200 Contractual Services	23,288.00	23,065.02	222.98
216 Maintenance of Automobiles	1,432.00	1,664.91	[232.91]
300 Materials and Supplies	4,840.00	4,157.53	682.47
800 Fixed Charges - Rent	28,988.00	28,987.20	.80
800 Fixed Charges - Retirement	63,639.00	48,336.72	15,302.28
800 Fixed Charges - Social Security	18,227.00	13,910.27	4,316.73
800 Fixed Charges - Health Service	6,670.00	4,511.18	2,158.82
TOTAL BUDGET	<u>526,594.00</u>	<u>463,928.21</u>	<u>62,665.79</u>

## COMPARISON OF REVENUES WITH BUDGET ESTIMATES 1974-75

	<u>Budget</u>	<u>Actual Receipts</u>	<u>Under/[Over]</u>
Fees and Commissions	<u>350,000.00</u>	<u>358,055.44</u>	<u>[8,055.44]</u>

Comments: The under-expended portion of the appropriations was primarily caused by difficulties in replacing personnel.



COUNTY DEPARTMENT OF AGRICULTURE

AGRICULTURAL COMMISSIONER

ANNUAL REPORT

1974-1975

The San Francisco County Department of Agriculture is a branch of the City and County government. It is responsible for the enforcement of all State laws, rules and regulations pertaining to the office of the County Agricultural Commissioner and such other work as is prescribed by the Chief Administrative Officer.

The general purpose and responsibilities of this department include the following:

To promote and protect the agricultural industry.

To protect and benefit both the grower and the consumer by enforcing the provisions of the Agricultural Code.

Within the authority delegated to us, to promote and protect the health and welfare of our citizens.

In order to provide uniformity of enforcement throughout the various counties of California, many of the functions are performed under the supervision of the California State Director of Food and Agriculture.

The California Food and Agricultural Code, from which this office derives its authority, became effective on August 21, 1933, when all laws pertaining to agriculture were removed from other codes and consolidated into one code.

The origin of the County Department of Agriculture dates back to the year 1891, when the California State Legislature first authorized the appointment of County Boards of Horticultural Commissioners entitled: "an Act to Protect and Promote the Horticultural Interests of the State."

As the work continued to broaden, the name was changed in 1931 to "Agricultural Commissioner." In 1937, the term "County Department of Agriculture" was designated as the official name of the Department with the Agricultural Commissioner in charge.

At present, all of the important branches of the Agricultural Commissioner, Senior Agricultural Commissioner, Senior Agricultural Inspectors, and a Senior Clerk are included. The County Agricultural Commissioner is elected on January 2, 1974, for a four-year term. Prior to the term of the Commissioner on July 1, 1974, the Department was larger in the 1973-74 fiscal year. It was the only supervisory position in the Department. The County Agricultural Commissioner also acts for the Agricultural Commissioner in his absence. This is a record of the efficiency of the Department, which is a record of the Department.

The County Department of Agriculture was established in April 1974.



This department inspects fruits, vegetable, nuts and honey - in both wholesale and retail establishments. Inspections are made of nurseries, seed firms, apiculture, post offices, express and freight terminals, in order to detect plant diseases and insect pests and to enforce the plant quarantine requirements. This department certifies agricultural products being exported to foreign countries so that the requirements of "Freedom from Pests and Diseases" can be met.

We also conduct pest surveys and maintain various insect traps, including "Residential Grid Detection," where one block is thoroughly checked at every one-half mile interval. It is a survey specifically designed to detect, with a minimum of manpower expenditure, pests before they become established in an area. With the great increase and speed of travel, the danger of introducing new pests becomes more acute. Introductions are most apt to occur in urban areas.

San Francisco County has growers of potted plants, cut flowers and truck crops with a total gross value of \$640,500.00 produced on 15 field acres and under 420,250 square feet of glass house.

#### Revenue From Two Sources:

Revenue received in 1974-75 from the State, \$3,300.00 to augment the salary of the San Francisco Agricultural Commissioner, \$20,697.00 unclaimed Agricultural gas tax, Shell egg enforcement \$8,746.00, Pesticide assessment and enforcement \$255.00. From Export certification fees, \$4,074.00.

The offices of the Agricultural Commissioner and Sealer of Weights and Measures were combined under Ordinance No. 100-72 effective May 3, 1972.

In addition to the duties listed above, the Chief Administrative Officer has delegated to the Agricultural Commissioner the supervision of the Farmers' Market, including its functions and personnel.

Following is a comparison breakdown of inspection services provided:

#### PLANT QUARANTINE

All shipments of nursery stock and plants, plant products including fruit seed and grain, used agricultural implements and appliances, are required to be held for inspection upon first arrival in the county. This requirement is to prevent the entry of plant diseases, insects, noxious weeds or seeds, which may be detrimental to agriculture. The post office, railway express, freight yards and commercial trucking concerns are visited daily for this inspection. In addition, many plants are inspected at nurseries.

In many cases treatment can be applied to plants rejected, thus insuring cleanliness; and the commodities may then be released.

<u>Plant Quarantine:</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Number of Permits	240	242	242
Shipments Inspected	12,617	11,451	11,737
Plants Inspected	10,000,247	10,000,000	10,000,000
Plants Rejected	162	2,476	3,353
Total Man Hours	1,007.1	1,509	1,306



## STANDARDIZATION

This is one of the major functions of this department. It relates to the inspection of fruits, nuts, vegetables, eggs, and honey, at the wholesale produce terminal, retail stores, and any other place where produce is offered for sale. This is to insure the enforcement of the requirements governing the quality, packing and marketing of these products. We inspect and certify loads of commodity moving interstate or intrastate; and to foreign countries when requested by shippers, to show compliance with California's standardization requirements.

<u>Wholesale Produce Market</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Number of Premises	46	46	46
Premises Inspected	10,505	11,160	11,655
Rejection Tags	640	695	491
Packages Rejected	34,560	45,257	37,800
Packages Inspected	6,553,297	8,439,130	7,742,785

<u>Retail Stores</u>			
Number of Premises	2,098	2,095	2,090
Premises Inspected	2,116	1,353	2,006
Rejection Tags	151	123	324
Packages Rejected	861	1,204	2,316
Packages Inspected	160,191	121,790	321,950

<u>Farmers' Market</u>			
Number of Premises	45	45	45
Premises Inspected	11,245	11,520	11,405
Rejection Tags	45	16	12
Packages Rejected	1,119	219	1,549
Packages Inspected	126,264	178,631	178,631

<u>Total Man Hours - All Produce Inspection</u>	<u>5,194</u>	<u>5,050</u>	<u>5,233</u>
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<u>Wholesale Eggs</u>			
Number of Premises	9	9	9
Premises Inspected	363	80	135
Dozens Rejected	73,016	11,550	32,230
Dozens Inspected	700,217	311,040	301,005

<u>Retail Eggs</u>			
Number of Premises	2,105	2,100	2,103
Premises Inspected	2,136	1,134	2,230
Dozens Rejected	16,202	13,209	23,112
Dozens Inspected	275,232	215,100	195,000

<u>Total Man Hours - Wholesale &amp; Retail Egg Inspection</u>	<u>1,370</u>	<u>1,263</u>	<u>1,406</u>
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STANDARDIZATION - Continued

<u>Honey</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Number of Premises	1,138	2,135	2,140
Premises Inspected	1,741	1,041	1,337
Packages Rejected	1,232	264 1/2	937
Packages Inspected	138,426	71,201	91,508
Total Man Hours - Honey	295 1/2	189 1/2	349
TOTAL MAN HOURS FOR ALL STANDARDIZATION	3,374	6,525	7,749

NURSERY INSPECTION

All nurseries within the county are inspected at periodical intervals for the presence of pests, and for compliance with Grades and Standards. If serious pests are found, then eradication measures must be taken immediately by the nursery. All plants must be correctly labeled with the botanical name.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Number of nurseries	155	140	163
Premises Inspected	155	169	218
Total Man Hours	262 1/2	214 1/2	494

SEED INSPECTION

This involves the inspection and sampling of agricultural and vegetable seed lots at wholesale and retail locations for proper labeling as to germination.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Number of Premises	115	110	112
Premises Inspected	37	45	61
Total Man Hours	42 1/2	46 1/2	49

EXPORT CERTIFICATION

This is the inspection of fruits and vegetables going to foreign countries and is done to insure the plant quarantine and standardization requirements of those countries. A fee is charged for this work.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Certificates Issued	944	1,120	1,024
Packages Inspected	159,525	201,227	160,562



### DISPOSAL ORDERS ISSUED AT WHOLE AND PRODUCE TERMINAL

Disposal orders are issued for produce that has been rejected, or has been on hand too long, and is not salvageable.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Disposal Orders Issued	1,296	1,119	757
Number of Packages	26,949	22,734	19,209

### PEST SURVEYS AND PEST CONTROLS

Detection surveys are important for determining the possible presence of new and dangerous agricultural pests. If pests can be discovered before they become too widely distributed, then there is a greater possibility of eradication.

Agricultural pest control operators are licensed by the State Department of Agriculture. They must register with the Commissioner of the county in which the work is to be done.

State regulations specify conditions of workmanship, and the precautions in application under the direction of the Agricultural Commissioner.

	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Number of Fruit Fly Traps	40	31	23
Number of Japanese Beetle Traps	40	25	22
Number of Gypsy Moth Traps	28	29	31
Residential Grid Detection Points	240	306	463
Registered Pest Control Operators	10	10	22
Permits Issued for Use of Restricted Materials	36	30	30
Total Man Hours	7274	305	733

### OTHER FUNCTIONS

This includes the other administrative and law enforcement activities to name owners, the gathering of crop statistics, certifying official fumigation charges, and performing general public relations activities.



1974-1975

DEPARTMENT OF AGRICULTURE

No. 3 Comparison of Expenditures

	<u>Budget Approp.</u>	<u>Actual Expend.</u>
110 Permanent Salaries .....	\$110,425	\$109,890
111 Overtime .....	300	295
112 Holiday Pay .....	1,180	1,072
200 Contractual Services.....	2,445	2,567
203 Use of Employees' Cars .....	2,912	2,202
300 Material & Supplies .....	475	471
400 Equipment .....	125	138
800 Mandatory Fringe Benefits .....	<u>26,749</u>	<u>24,818</u>
Total	\$144,611	\$141,453

No. 4 Comparison of Revenues

	<u>Budget Estimates</u>	<u>Actual Revenue</u>
7281 Agricultural Inspection Fees .....	\$ 5,000	\$ 4,074
7282 Agricultural Miscellaneous Insp. Fees ...	9,700	9,701
7283 Commissioner's Salary .....	3,300	3,300
6251 Unclaimed Gas Tax Agricultural .....	<u>25,000</u>	<u>20,697</u>
Total	\$ 41,000	\$ 37,772

Transferred \$304.00 from Appropriation 4.211.205.000 to 4.211.200.000 (7253.00) and 4.211.400.000 (51.00).



## 1974-1975 ANNUAL REPORT

The Department of Weights and Measures of the City and County of San Francisco is charged with the enforcement of the laws and specifications as prescribed in the Business & Professions Code of the State of California and Title 4, Chapter 8, of the California Administrative Code.

Our primary function is to ascertain the accuracy of commercially used weighing and measuring devices at the retail and wholesale level; the conformity of petroleum products to State specifications and to quantity control to insure that the consumer receives true value of weight or measure in packaging by requiring that all statements of quantity on packaged goods be accurate, easily found and understandable in accordance with fair packing and labeling practices.

Testing electric submeters is one of the areas we are not covering. We have requested equipment and personnel to perform this function the past several years, but it has always been deleted from the budget. It is estimated that there are over 15,000 of these meters in San Francisco. We have had requests from various firms to perform this service, but are unable to do this testing because of lack of equipment and personnel.

The testing of taximeters with 5th wheel is a very slow process. With over 900 of these meters, we cannot test all of them annually by our present system. We have requested a road simulator in our 1974-75 budget, but it, also, was deleted. The simulator would facilitate this testing program by at least 60%.

Our Staff consists of the Sealer of Weights and Measures, one Senior Inspector, six Inspectors, and one Clerk Typist.

Following is a comparison of various inspection services provided.

WEIGHING AND MEASURING DEVICES

This function includes the inspection of all commercially used weighing and measuring devices at the retail and the wholesale level, to ascertain their accuracy as required by the California Business & Professions Code.

<u>SCALES</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Railway Track	2	-	10	5
Monorail	205	179	120	109
Counter	1,848	922	709	1,221



QUANTITY CONTROL (continued)PRELIMINARY AUDIT INSPECTIONS

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Total Audit Inspections	257	178	565	355 <sub>1</sub>
Packages Accepted	403,126	335,619	325,587	424,099 <sub>1</sub>
Packages Voluntary Off-Sale or Re-pack	6,136	3,256	7,224	9,373 <sub>1</sub>
Total Packages Acted Upon	409,262	338,875	332,811	429,808 <sub>1</sub>
TOTAL PACKAGES INSPECTED AND AUDITED	908,649	579,881	573,817	834,243 <sub>1</sub>

GENERAL QUANTITY CONTROL DATA

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Undercover Purchases	2	1	26	32 <sub>3</sub>
Violations	31	264	72	7 <sub>3</sub>
Inspections Other than P.I.R.'S or AUDITS	319	213	162	229
Off-Sale Orders Issued	111	95	93	251 <sub>3</sub>
Complaints Investigated	66	59	47	36 <sub>2</sub>
TOTAL MANHOURS IN QUANTITY CONTROL	1,668	1,590 $\frac{1}{2}$	1,473	1,709 <sub>1</sub>

WEIGHMASTER DIVISION

A Weighmaster is a person who weighs, measures, or counts, any commodity and issues a certificate on the basis of the purchase, sale, or charge for service.

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Inspection	97	77	90	82 <sub>2</sub>
Investigations	10	5	5	2
Other Calls	10	10	1	10
Orders to Conform Issued	73	60	-	-
TOTAL MANHOURS IN WEIGHMASTER DIVISION	146	118	143 $\frac{1}{2}$	132

PETROLEUM DIVISION

This function includes the inspection of equipment used by firms that sell petroleum products used as motor fuel, motor oils, and lubricants. Gasoline pumps are listed under Measuring Devices.



<u>SCALES</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Spring	1,506	1,702	402	31
Computing	4,783	5,042	3,956	3,80
Platform	1,603	777	818	1,39
Prescription	69	165	206	11
Vehicle	50	28	125	4
Hopper & Tank	48	36	29	
Dormant	370	184	226	23
<u>WEIGHTS</u>	9,670	8,373	4,095	8,95

#### MEASURING DEVICES

Retail Gas Pumps	4,724	3,660	2,826	5,15
Grease (Oil) Meters	76	201	102	22
Yardage Meters	46	89	29	21
Vehicle Meters	8	8	10	1
Taximeters	488	346	575	49
Liquid Measures	729	438	124	15
Liquified Gas Meters (LPG)	5	1	-	
TOTAL MANHOURS IN DEVICE INSPECTION	8,543	7,161½	7,873	9,02

#### QUANTITY CONTROL

This function includes the inspection of packages, containers, or amounts of commodities sold, or in the process of being delivered, in order to determine whether the package, container, or amounts of commodities sold, contain the quantity or amount stated and are properly labeled.

<u>PACKAGE INSPECTION REPORT</u>	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Lots Rejected	152	127	115	31
Total Lots Inspected	1,492	1,959	1,118	1,02
Packages Rejected	18,593	15,877	34,060	41,71
Total Packages Acted Upon	499,387	241,006	290,823	404,44



PETROLEUM DIVISION (continued)

	<u>1971-72</u>	<u>1972-73</u>	<u>1973-74</u>	<u>1974-75</u>
Registration Inspections	2	2	-	5
Advertising Signs Corrected	5	92	8	181
Orders to Conform Issued	1	18	31	126
Other Inspection & Enforcement Action	30	84	84	251
TOTAL MANHOURS IN PETROLEUM DIVISION	53	74	104	306



1974-75

WEIGHTS & MEASURES

No. 3 Comparison of Expenditures

	Budget <u>Approp.</u>	Actual <u>Expend.</u>
110 Permanent Salaries.....	\$ 92,329	\$89,283
111 Overtime.....	200	198
200 Contractual Services.....	1,343	886
216 Main. & Repair Auto Equipment.....	3,750	3,750
300 Materials and Supplies.....	2,265	2,497
400 Equipment.....	200	134
863 Mandatory Fringe Benefits.....	23,101	18,590
	<u>\$123,188</u>	<u>\$115,338</u>

Transferred \$266.00 from 200 Appropriation to 300 Appropriation



## Annual Report

1974-75

The San Francisco Farmers' Market opened on August 12, 1943, during the war time as an outlet for surplus and distressed crops from the neighboring counties. Its first location was at Market Street and Duboce Avenue and was operated by the farmers themselves. The City and County assumed management on August 1, 1944. The Farmers' Market opened at its present location, at 100 Alemany Boulevard, on August 3, 1947, under a City ordinance which authorizes the Chief Administrative Officer to establish a Farmers' Market which is to be administered by him or by any department under his jurisdiction. It is now under the supervision of the County Agricultural Commissioner who reports to the Chief Administrative Officer through the Director of Finance and Records.

The Farmers' Market Ordinance requires that fees charged shall be sufficient to pay the operating and maintenance costs of the Market, and in addition, to repay the City and County within a reasonable period, any capital improvements at the Market. As of June 30, 1975 \$456,585.43 had been repaid to the City. This is \$197,908.38 in excess of the cost of the land and capital improvements at the Market, which amounted to \$ 258,677.05

# # # # #

SALES PROMOTION:

Sales at the Market are promoted through news releases to newspapers, radio and television stations, and other publicity outlets. In addition, we also mail growers certificates and news information about the Market to all growers who have used the Market in recent years. Informational letters concerning the Market are sent to all county agricultural commissioners throughout California.

The Market operates on a five-day week, Tuesday through Saturday, from 7:00 a.m. to 6:00 p.m.



## RECOMMENDATIONS FOR THE FARMERS' MARKET

The following maintenance projects are necessary for the proper upkeep of the Farmers' Market.

### Urgently Needed:

1. The interior of the administration building urgently needs painting. Paint is scaling on wall surfaces and ceiling and all surfaces show dirt and thin paint areas. Concrete floors in rest rooms need repainting badly and have not been repainted in more than 15 years. This is urgently needed to keep facilities sanitary and clean.
2. Asphalt in parking area is damaged and needs repair in several locations. There are hazardous areas within Market entrance and near waste disposal area which are in daily use.
3. There are 5 catch basins in the Market. All need cleaning and are collecting debris and give offensive odor.
4. Post Holes and the use of removable 4-inch posts at each end of the main drive needed to maintain control of traffic when necessary to close the area. Posts would effectively prevent motorists from using main drive when Market is closed on Sundays, Mondays and holidays.
5. Security when Market is closed: Floodlights on lighting poles at ends of Market would effectively aid in keeping Market secure at night. Uniform wooden sliding doors to enclose rear of each stall would aid in preventing pilferage when Market is closed.
6. Rechannelization of traffic lanes at exit to Market at Alemany and Crescent to permit 2 left-turn lanes and easier egress from the Market.



The Farmers' Market celebrated its 31st Anniversary on August 17, 1974. Mayor Joseph Alioto proclaimed the week of August 12th through 17th as "Farmers' Market 31st Anniversary Week."

The breakdown below summarized the Farmers' Market Capital Expenditures Program as of June 30, 1975. The City and County of San Francisco has been reimbursed for capital expenditures through the excess revenue each year.

CAPITAL EXPENDITURES:

Land . . . . .	\$ 53,032.15
Improvements . . . . .	<u>205,644.90</u>
Total . . . . .	\$ 258,677.05

REVENUE AND OPERATING EXPENSES:

Revenues . . . . .	1,111,770.81
Less Operating Expenses . . . . .	<u>655,185.38</u>
Total Net Revenue	<u>456,585.43</u>
Excess of Net Revenue over	
Capital Expenditures . . . . .	197,908.38



The following tabulation is a summary of the Farmers' Market revenues, operating expenses, capital costs, and stall and tonnage fees from 1946 through June 30th 1975.

Fiscal Year	Revenue	Operating Expenses	Excess of Revenue	Stalls Rented	Tonnage
1946-47	\$ 16,006.50	\$ 4,101.48	11,905.02	-	-
1947-48	19,748.00	14,747.81	5,020.19	15,428	6,085
1948-49	26,287.50	15,285.47	11,002.03	17,267	10,668
1949-50	32,190.50	12,458.77	19,731.73	20,395	11,695
1950-51	20,601.50	21,231.69	-(630.19)	13,556	7,337 **
1951-52	29,363.50	21,651.73	7,711.77	14,431	8,156
1952-53	33,403.25	18,374.48	15,028.77	18,726	9,813
1953-54	37,423.50	18,670.37	18,753.13	20,662	9,497
1954-55	37,916.25	18,661.35	19,254.90	21,495	9,481
1955-56	35,142.00	17,675.67	17,466.33	20,755	7,927
1956-57	34,812.06	18,454.77	16,357.29	20,524	8,019
1957-58	34,844.00	19,148.69	15,695.31	20,659	7,604
1958-59	40,934.00	22,475.18	18,458.82	22,712	6,525
1959-60	46,850.75	19,583.62	27,267.13	22,128	6,806
1960-61	47,159.50	20,708.90	26,450.60	22,461	6,651
1961-62	41,769.75	25,129.64	16,640.11	21,012	5,675
1962-63	38,763.75	20,232.25	18,531.50	18,683	5,244
1963-64	37,541.00	21,963.44	15,677.56	18,367	4,897
1964-65	36,052.00	23,156.33	12,901.67	17,893	4,396
1965-66	35,892.00	24,318.17	11,573.83	17,647	4,025
1966-67	34,714.00	24,767.28	9,946.72	17,288	3,668
1967-68	32,008.50	26,273.02	5,735.48	15,781	3,431
1968-69	33,889.00	28,475.61	5,413.39	16,733	3,535
1969-70	37,093.75	30,020.89	7,072.86	18,432	4,006
1970-71	56,476.50	31,176.67	25,299.83	20,127	4,345 ***
1971-72	59,860.75	33,462.44	26,398.31	21,228	4,931
1972-73	60,373.75	34,502.79	25,870.96	21,398	4,656
1973-74	58,769.50	35,915.85	22,853.65	20,384	4,472
1974-75	55,877.75	32,681.02	23,196.73	19,566	4,463
	\$ 1,111,770.81	655,185.38	456,585.43	537,003	177,553

\* Records are incomplete for this fiscal year, 1946-47.

\*\* Market was closed from February to July, 1951, due to construction of new stalls.

\*\*\* Increase in revenue due to increase in fees effective July 1, 1970; also increase in number of stalls rented and tonnage received.



1974-75  
FARMERS' MARKET

3. Comparison of Expenditures  
Other than Personal Services

	<u>Budget Approp.</u>	<u>Actual Expend.</u>
200 Contractual Services . . . . .	\$ 2759.	2760.
300 Materials & Supplies . . . . .	730.	730.
400 Equipment . . . . .	0	0
800 Fixed Charges . . . . .	1480.	1480. *
* Transfer from 4,241,200.000 to		
4,241,800.000	\$10.00	

4. Comparison of Revenues  
With Budget Estimates

	<u>Budget Estimate</u>	<u>Actual Revenue</u>
7284 Farmers' Market Fees	60,000.	55,877.75



TAX COLLECTOR  
1974-1975 ANNUAL REPORT

The Tax Collector has the responsibility of administering the collection of all taxes, licenses and other fees and delinquent revenues due the City and County. His work must be coordinated with other City and County officials and agencies, State authorities, the Board of Supervisors and other tax administrators and policy bodies.

The office of the Tax Collector consists of seven operating divisions, these are: Real Estate, License, Business Taxes (include payroll expense, gross receipts, utility users, parking and stadium operator taxes), investigations, Parking Meters, Cashiering and Delinquent Revenue. Total permanent staff is 136 employees assisted by five CETA positions. All seven divisions are revenue producing and depend upon the initiative and dedication of their employees to bring in maximum income to the City and County of San Francisco. During the fiscal year 1974-1975 we collected a total of \$398,859,660.92 plus another \$570,709.65 that was collected by other jurisdictions' and transmitted to be credited to this office.

Personnel and Efficiency of Administration

The past fiscal year showed some major changes in key staff positions. Permanent appointments to heads of our Business Taxes and Investigations Divisions produced a marked increase in the efficiency of these units. New reporting systems and a comprehensive audit program were initiated. A permanent Deputy Tax Administrator, the chief staff position in the office, was appointed in 1974-1975. With the filling of this key position steps have been taken to insure a more efficient use of the staff. The accounting system was streamlined and expenditure status reporting was initiated. The status report format is similar to that used by the Public Utilities Commission.

To combat the increasing workload of the office a comprehensive study was initiated to revamp procedures, forms, production and efficiency reports, and staffing. At fiscal year end this study was still in progress. Wherever possible manual operations are being automated and substantial steps have been taken in this direction. Major revisions were made to the data processing systems in the Business Taxes and Real Estate Divisions.

The holding up of requisitions caused our clerical staff to be somewhat depleted causing a deleterious affect on our ability to produce maximum revenues. As has been demonstrated in the past, maximum staffing produces maximum additional revenue. We feel that this short-sighted policy unduly handicaps office efficiency and revenue production.

List of Collections

The following is a table of collections for the various divisions for 1974-75 as compared with 1973-74.



	<u>1973-1974</u>	<u>1974-1975</u>
Real Property Taxes and Sec.		
Personal Property Taxes	\$254,241,425.77	\$270,802,228.15
Unsec. Personal Prop. Taxes	29,111,570.43	30,851,260.01
Uniform Sales & Purchase Tax	35,327,409.61	37,926,919.75
Parking Meters	2,057,237.08	2,421,621.08
Delinquent Revenue	907,751.63	1,165,010.14
Licenses	8,303,306.64	9,234,473.88
Business Taxes	40,023,209.29	43,553,802.87
Miscellaneous	183,857.31	122,650.35
Tax Redemption	3,378,668.61	3,352,404.36
Total:	<u>\$373,534,436.32</u>	<u>\$399,430,370.59</u>

### Real Estate Division

Service to the public continues to improve with the adaptation of EDP to the property tax collections and accounting. Now the taxpayer returns only the installment stub with his payment instead of the entire bill. These bills are read by IBM Scanners. It accepts only those bills that are correct and rejects those that are in error, such as duplicate payments and erroneous amounts. Rejected bills are returned to the Tax Collector's office for reconciling. After the errors are found, corrected bills are prepared and returned to EDP for reprocessing.

Our IBM printer and the two viewers are valuable electronic aids. The printer can issue a duplicate bill almost immediately while the viewer enables the information clerks to give instant information concerning every property in San Francisco.

A public auction of property deeded to the State for delinquent taxes was held on June 4, 1975. With the authorization of the Board of Supervisors and the State Controller, 66 parcels were advertised; 21 parcels were redeemed and 13 were sold to the highest bidders. These 13 parcels were put back on the current assessment roll.

The services of the Real Estate Division have increased. Special and Escaped Assessments are initiated by the Department of Public Health, Department of Public Works, and by the Assessor's office. Over 900 delinquent garbage bills were typed and mailed in November 1974. Delinquent bills for Sidewalk Repair, Underground Electric Service, and Escaped Assessments for previous years for Veterans and Homeowners are handled in like manner.

San Francisco's rate of real estate tax delinquencies continues to be among the lowest of the major counties in the State of California.

The following table shows delinquencies for 1974-75 compared with 1973-74.



	Real Property Taxes	Unsecured Property Taxes
Amount Delinquent June 30, 1975	\$2,963,262.84	\$ 954,869.22
Amount Delinquent June 30, 1974	2,440,654.70	1,240,282.82
Per Cent Delinquent June 30, 1975	1.08%	3.02%
Per Cent Delinquent June 30, 1974	.95%	4.12%

#### Tax Redemption Bureau

On July 1, 1974, Tax Redemption Bureau initiated computerized accounting procedures. It was a successful first-year operation.

During the fiscal year 1974-75, the data cards were converted into a new format. Revision of computer programs has been completed.

Additional special assessments, delinquent refuse service liens, were turned over to the Tax Redemption Bureau on June 30, 1975.

During the fiscal year 1974-75, there were 2,094 parcels Sold-to-State and 32 parcels Deeded-to-State compared to 1,663 Sold-to-State and 56 parcels Deeded-to-State in fiscal year 1973-74.

The following table shows delinquencies for 1974-75 compared with 1973-74. Also shown below is the total amount of all outstanding taxes delinquent for all past years:

Total Amount of Outstanding Delinquent Taxes as of June 30, 1975	\$2,994,384.84
Total Amount of Outstanding Delinquent Taxes as of June 28, 1974	2,440,654.70
Total Amount of Outstanding Delinquent Taxes for All Past Years	6,667,117.37

#### License Division

For the fiscal year 1974-1975, the License Division showed an increase in gross receipts of \$67,000. This can be attributed in part of an increase in license fee for Food Preparation and Service which became effective March 1, 1974 and a Street Artist License effective July 1, 1974.



<u>Accounts</u>	<u>1973-74</u>		<u>1974-75</u>	
	<u>Number</u>	<u>Amounts</u>	<u>Number</u>	<u>Amounts</u>
General Business	25,958	\$ 706,022	25,566	\$ 739,811
Vehicles	845	37,965	436	52,001
Bicycles	5,087	3,419	4,314	2,243
Inspection Fees	2,125	132,433	1,987	129,911
Miscellaneous	4,249	17,706	3,807	19,627
Dogs	32,353	161,563	34,291	165,205
Duplicate Dogs	342	342	378	378
Curb Painting	4	4,016	5	1,145
Food Prep. & Svc.	3,652	325,868	3,647	376,228
Taxicab Permits	576	146,250	410	96,775
Taxicab Transfer	18	18,000	17	17,000
Limousine Permits	2	10,000	-	-
Limousine Trans.	8	6,000	4	3,000
D.P.W. Surcharge	19,335	50,527	17,727	46,370
Street Artist	-	-	1,877	37,720
(Sub-Total)	94,554	\$1,620,111	94,466	\$1,687,414
Hotel Tax	1,551	6,683,189	1,582	7,545,859
Grand Total	96,105	\$8,303,300	96,048	\$9,233,273
License Division	=====	=====	=====	=====

#### Hotel Room Tax Unit

Although a separate budget item, the Hotel Room Tax, as shown above, is collected by the License Division.

Each quarterly amount represents the tax collected by the hotels between the dated specified.

Increases in revenues are reflected in the Hotel Room Tax due to the increase of number of hotel establishments now in San Francisco.

A comparison of collection by quarters follows:

<u>Quarters</u>	<u>1973-74</u>	<u>1974-75</u>
July 1 - September 30	\$1,528,674.81	\$1,769,556.24
October 1 - December 31	1,959,963.06	2,252,726.01
January 1 - March 31	1,614,780.55	1,911,453.38
April 1 - June 30	1,579,770.65	1,612,123.37
Total:	\$6,683,189.07	\$7,545,859.00
	=====	=====

#### Business Taxes Division

The Business Tax Ordinance went into effect on October 1, 1968. Originally, the tax period was on a quarterly basis and the first collection was payable in January, 1969. In March, 1969, the tax period was amended to a semi-annual basis, period ending June 30, 1969, and payment due during the month of July, 1969. In March, 1970 the tax period was amended to an annual basis with the first annual period ending December 31, 1970, and payment due during the months of January and February, 1971. Effective September 1, 1970, the Business Tax rates were doubled. For the tax year 1970 two calculations were



required to determine the Business Tax liability. The period January 1, 1970 through August 31, 1970, was calculated on the old rates, and the period September 1, 1970, through December 31, 1970, was calculated on the new rates. The sum of the two calculations was the Business Tax liability for 1970.

Effective July 1, 1971, the Business Tax rates were reduced one half for the tax year 1971; two calculations were required to determine the Business Tax liability. The period January 1, 1971, through June 30, 1971, were calculated on the double rates, and the period July 1, 1971 through December 31, 1971, was calculated on the single rates. The sum of the two calculations was the Business Tax liability for 1971. In the year 1972, one calculation on the single rate was necessary for the Business Tax liability.

The Board of Supervisors passed a Payroll Expense Tax Ordinance which became effective October 1, 1970. In summary, the Ordinance imposes a tax on persons and associations who, in connection with a business, engage, hire, employ or contract with one or more individuals, as commission merchants or employees, to perform work or render services within the City and County of San Francisco. The amount of tax is one percent (1%) of the payroll expense attributable to the City and County of San Francisco, plus, for associations, one percent (1%) of the total distributions made by the association by way of salary to those having an ownership interest in such association.

No person or association is required to pay both the Payroll Expense Tax and the Business Tax. After calculating the tax due under each ordinance, each person or association is required to pay the higher of the two taxes.

Effective July 1, 1974 both the Business Tax Ordinance and the Payroll Expense Tax Ordinance were amended requiring all business that paid over \$1,000 in tax the previous year to make prepayments in July each year on their current year tax. The amount of prepayment is one-half (1/2) of the previous year tax liability.

The Board of Supervisors passed the Utility Users Tax Ordinance effective October 1, 1970. The tax is five percent (5%) of the charges made for such services and is paid by the user to the supplier who remits collections monthly.

The Board of Supervisors passed a Parking Tax Ordinance effective October 1, 1970. Originally, the tax was twenty-five percent (25%) of the rent to the occupant of the parking space in a parking station. Effective July 1, 1972, the tax was reduced to ten percent (10%). The tax is collected by the operator and remitted quarterly to the City and County.

The Board of Supervisors passed a Stadium Operator Admission Tax Ordinance which became operative November 1, 1970. There was imposed a tax on any operator of athletic contests, exhibition and other special events in an amount equivalent to fifty cents (\$.50) on each admission ticket sold for the right to occupy a seat or space in any stadium with a seating capacity over 5,000 permanent seats within the



City and County of San Francisco for each event. On July 9, 1975 the Ordinance was amended to provide exemption for admission tickets sold at two dollars and one cent (\$2.01) or less.

### COLLECTIONS

	<u>Number of Active Accounts</u>	<u>1973-1974</u>	<u>1974-1975</u>
Business Tax	47,673	\$ 3,906,768	\$ 4,007,975
Payroll Tax		22,443,436	24,263,957
Parking Tax	348	2,868,167	2,949,001
Utility Users Tax		10,058,990	11,367,173
Stadium Operator			
Admission Tax		745,846	446,394
Grand Total:		<u>\$40,023,207</u>	<u>\$43,034,500</u>

### ESTIMATED COLLECTIONS

	<u>Fiscal Year 1975 - 1976</u>	<u>Currently Payable</u>
Business Tax	\$ 3,900,000	Annually
Payroll Tax	23,500,000	Annually
Parking Users Tax	2,900,000	Quarterly
Utility Users Tax	10,900,000	Monthly
Stadium Operator		
Admission Tax	500,000	Monthly or within
	<u>\$41,700,000</u>	five days of event
	=====	

### AUDIT PROGRAM - 1974-1975

Audits Completed	931
Average Man Days per Audit	1.61 days
Field Inspection Audits Completed	2,746
Audit Deficiencies billed 74-75	\$429,628

### Investigation Division

The Investigation Division operates in a staff capacity servicing delinquent accounts of the Division of Delinquent Revenue, Business Tax Division and the License Division.

Its main function is to make field investigation in connection with the collection of delinquent accounts and to bring about compliance to those ordinances covering the regulation of Licensing and Business Taxes.

	<u>1973-1974</u>	<u>1974-1975</u>
a. Cases Filed and Instituted:		
Small Claims Court	965	427
Municipal and Superior Courts	305	284
b. Number of Accounts Open during Year	26,232	26,988
"                    "          Closed	9,164	10,176
"                    "          on Hand June 30	17,068	16,812



## Parking Meter Division

The Parking Meter Division collects, sorts, counts and prepares for deposit all coins paid into approximately 15,360 parking meters in San Francisco. 5,270 of these meters have the 25¢ head and 10,090 meters retain the older 10¢ head. Fifteen Parking Meter Collectors and two supervisors, one inside and one outside are used in the operation. Ten men in five van trucks collect the monies and wind the springs of about 5,155 parking meters daily, while five men in the office process the coins. The total weight of the coins processed during the year was 357,363 pounds.

### Coin Breakdown

<u>Denominations</u>	<u>Quantities</u>	<u>Percentage</u>	<u>Amount</u>
25¢	2,515,258	6	\$ 628,814.50
10¢	9,826,429	22	982,642.90
5¢	12,003,360	26	600,168.00
1¢	20,898.610	46	208,986.10
Total:	<u>45,243,657</u>	<u>100</u>	<u>\$2,420,611.50</u>

During fiscal year 1974-75 one thousand two hundred twenty-seven pounds of mutilated coins, plugs, can rings and foreign coins were processed. Canadian and other foreign coins were redeemed for \$1,009.58.

The total revenue received from Parking Meter Collections for the fiscal year 1974-75 was \$2,421,621.08. The increase in weight and revenue is attributed in part to better enforcement of parking meter violations by the Police Department as well as the new 25¢ meter rates for the heavier traffic locations. There was an increase in revenue of approximately \$364,000. The fiscal year 1974-75 was the all time high in parking meter collections.

Revenue for the coming year should continue to climb and unless further changes occur, should level off and remain on a reasonably consistent plateau for the next few years.

### Cashier's Division

During fiscal year 1974-1975 the amount of \$398,859,660.94 was collected by the Cashier's Division and deposited with the City Treasurer, this represents an increase in actual collections of \$25,946,395.16 over fiscal year 1973-1974.

The amount of \$570,709.65 was also collected by other departments and transmitted to the Cashier's Division making a total collection of \$399,430,370.59 for the year.

The Real Property Taxes were processed mainly in the two periods November 1st to December 31st and March 1st to April 20th.

Unsecured Personal Property collections were more evenly spread over the period of March 1st to September 15th.



License Bureau collections were highest in the months of January, July and October.

Business Taxes were collected over the period January through June.

#### Uniform Sales and Purchase Tax

San Francisco's Uniform Sales and Purchase Tax has been collected since July, 1958, by the State of California as agent for the City and County, and the revenues minus collection costs are returned to the City and County. The amount credited to San Francisco for fiscal year 1974-75 was \$30,421,699.92.

Beginning in September, 1972, half of one percent was collected in taxes from the Uniform Sales and Purchase Tax and remitted to the San Francisco Bay Area Rapid Transit District. For fiscal year 1974-75, this amount was \$7,505,219.83.

#### Delinquent Revenue Division

A total of 9,855 accounts, other than personal property billings, were transferred to the Delinquent Revenue Division by various City and County Departments during 1974-75.

A part of a greater effort to effect collection of delinquent bills, more claims are being brought to the Small Claims Court. 491 cases were filed this year as against 331 last year.

Cost to the City and County for monies collected by the Delinquent Revenue Division was approximately 5% during the same fiscal year.

Following is a summary of activities of the Delinquent Revenue Division for 1974-75 showing a comparison with 1973-74:

	<u>1973-1974</u>	<u>1974-1975</u>
Number of Personal Property Tax Bills	35,103	36,438
<u>Collections:</u>		
1974 Personal Property Tax	\$28,382,352.05	\$30,851,260.01
1975 Personal Property Tax	509,628.55	548,668.37
Prior Years Delinquent Tax	480,705.71	767,684.61
Number Public Health Delinquent Accts.	7,069	2,954
Collections, Public Health Department \$	262,606.72	\$ 273,702.25
Number Public Works Delinquent Accts.	5,039	5,122
Collections, Public Works Department \$	56,318.21	\$ 55,505.60
Collections, Other Misc. City Dept.	<u>78,771.09</u>	<u>68,117.68</u>
Total Amounts Collected Property Tax Bills and Delinquent Accounts	\$29,770,382.33 =====	\$32,564,938.52 =====

As part of collection enforcement procedures, 569 court action were instituted in 1974-75. Of this total 491 were filed in Small Claims Court, 60 in Municipal Court and 18 in the Superior Court.



Comparison of Expenditures Other than Personal Services

	Budget 1974-1975 Appropriation	Actual Expenditure
261 Tax Collector-General Office		
200 Contractual Services	\$ 134,630	\$ 135,516
300 Material & Supplies	39,353	39,263
400 Equipment	502	502
800 Fixed Charges	45	25
900 Services Other Departments	26,140	26,140
Total:	\$ 200,670	\$ 201,446
263 Hotel Tax:		
200 Contractual Service	\$ 931	\$ 931
300 Materials and Supplies	904	904
Total:	\$ 1,835	\$ 1,835

Comparison of Estimated Revenue with Actual Collections

## Taxes Other than General Property:

2250 Gross Receipts - Business Taxes	\$ 3,000,000	\$ 4,007,975
2350 Admission Tax, Stadium Operator	880,000	446,394
2400 Hotel Room Tax	6,000,000	7,545,859
2600 Parking Tax	2,900,000	2,949,001
2700 Utility Users Tax	9,200,000	11,367,173
2800 Employer's Payroll Tax	19,100,000	24,263,957

## Licenses:

3001 Public Passenger Vehicle License	40,000	52,001
3020 Other Vehicle Licenses	3,800	3,000
3025 Bicycle License	3,000	2,243
3101 Foods & Beverages	121,000	129,911
3103 Eating Places	290,000	376,228
3300 Taxicab Permit & Transfer Fees	200,000	113,775
3790 Other Business License	712,000	739,811
3860 Drivers & Agents Badges & Tags	17,500	19,627

## Fines Forfeits &amp; Penalties:

4501D Penalties other than Delinquent Taxes	22,000	23,955
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## Service Charges for Current Services:

7044 Curb Space Painting	1,000	1,145
7045 Tax Collector's Miscellaneous	45,500	46,649
7400 Sewer Service Charges	5,800,000	5,855,352
7652 Sonoma Home Collections	2,000	515

3991 Dog License	130,000	165,205
7046 Parking Meter Collections	1,838,000	2,421,621
2500 Retail Sales Tax	28,000,000	30,421,700

Grand Total:	\$78,305,800	\$90,953,097
	=====	=====













